

Division of Global Strategy & Engagement

Change Management Plan Phase B

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and Head of the Cairns Campus

Outline

- Aim of the structure
 - Change Proposal and consultation
 - Feedback
 - Changes made as a result of consultation
 - Process from there
 - Approved structure
 - Next steps
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Aim of the new structure

- Support JCU's ambition to be a world leader in education and research for the Tropics
 - Ensure a Global Focus and collaboration of activities across Divisions
 - Remove duplication and promote synergies
 - Integrate International & Domestic activities
 - Streamline interaction across all Divisions of the University
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Change Proposal Overview

1 December 2014

- Presentation of Change Proposal – Phase 2

Document shared and feedback invited

- Emailed to all DGS&E staff
 - Placed on Futures website
 - Considered at 2 December JCC meeting
 - Email request for feedback from University Executive members, Directors and Deans
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Consultation Feedback

27 detailed written submissions from 30 directly affected staff:

- 25 individual submissions
- 2 group submissions

4 written submissions from:

- 1 - Chief of Staff office;
 - 2 - Division of Academic and Student Life; and
 - 1 - Division of Services and Resources.
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Consultation Feedback

- Inconsistency of administration support positions and HEWL levels across Directorates
 - Naming inconsistencies
 - Role location/s
 - Relationships and communication with other areas – clarity
 - Identification of activity responsibilities missing
 - Areas considered under-resourced:
 - Events activities and management
 - Mobility activities
 - Business Development
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Changes made based on consultation

Divisional Office:

1.4 Manager, Business Development

- 1.0 (whole of University) Manager, Business Development;
- Business development functions built into PD's of:
 - Executive Officer, and
 - Deputy Director, Future Students

Marketing Directorate:

1 HEWL 4 Events resource only

- HEWL 6 Events Officer added
 - Events Officer HEWL 4 renamed Events Assistant to better reflect duties/ JCU naming conventions.
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Changes made based on consultation

Future Students Directorate:

o.6 Deputy Director, Future Students and Recruitment

- 1.0 Deputy Director, Future Students, with
- International Business Development built into PD

Manager, Cairns Office & International Partnerships and Manager, Australian Recruitment & Mobility

- Manager, Mobility & Cairns Office
 - Manager, Australian Development
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Changes made based on consultation

External Engagement Directorate:

HEWL 7 Project Officer & Personal Assistant to Director
and HEWL 4 Administrative Assistant, External
Engagement

- HEWL6 Sponsorships & Project Officer; and
- HEWL 5 Directorate Support Officer

No Student Ambassadors working with Education team

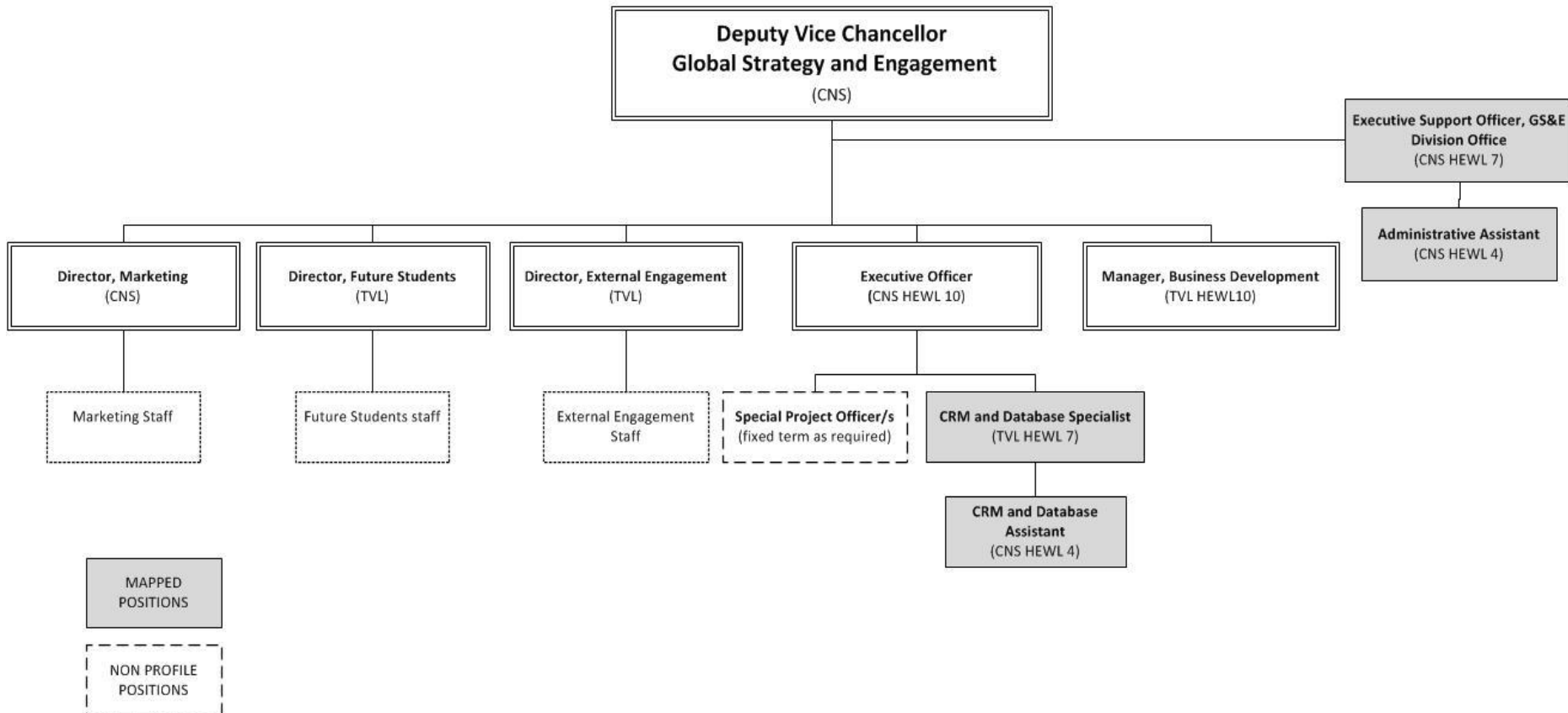
- Student Ambassadors/volunteers added to team
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Process from there

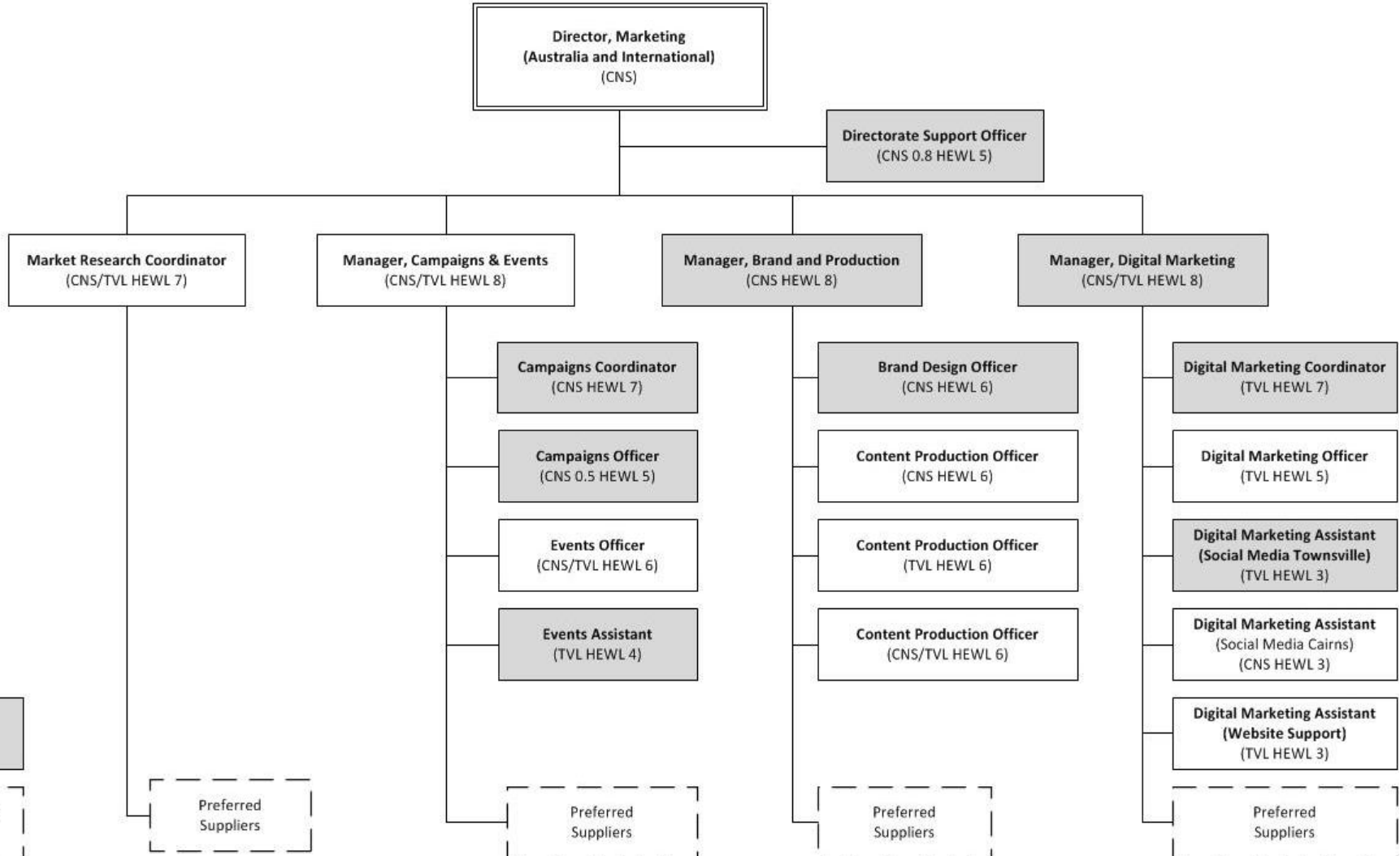
- PDs developed for all positions in new structure
 - HR levelling of all positions
 - HR mapping of all new positions against existing substantive ongoing positions
 - 70% 'substantially the same' criterion was used
 - Finalisation of structure
 - Approval by the Vice Chancellor
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Approved Division Structure

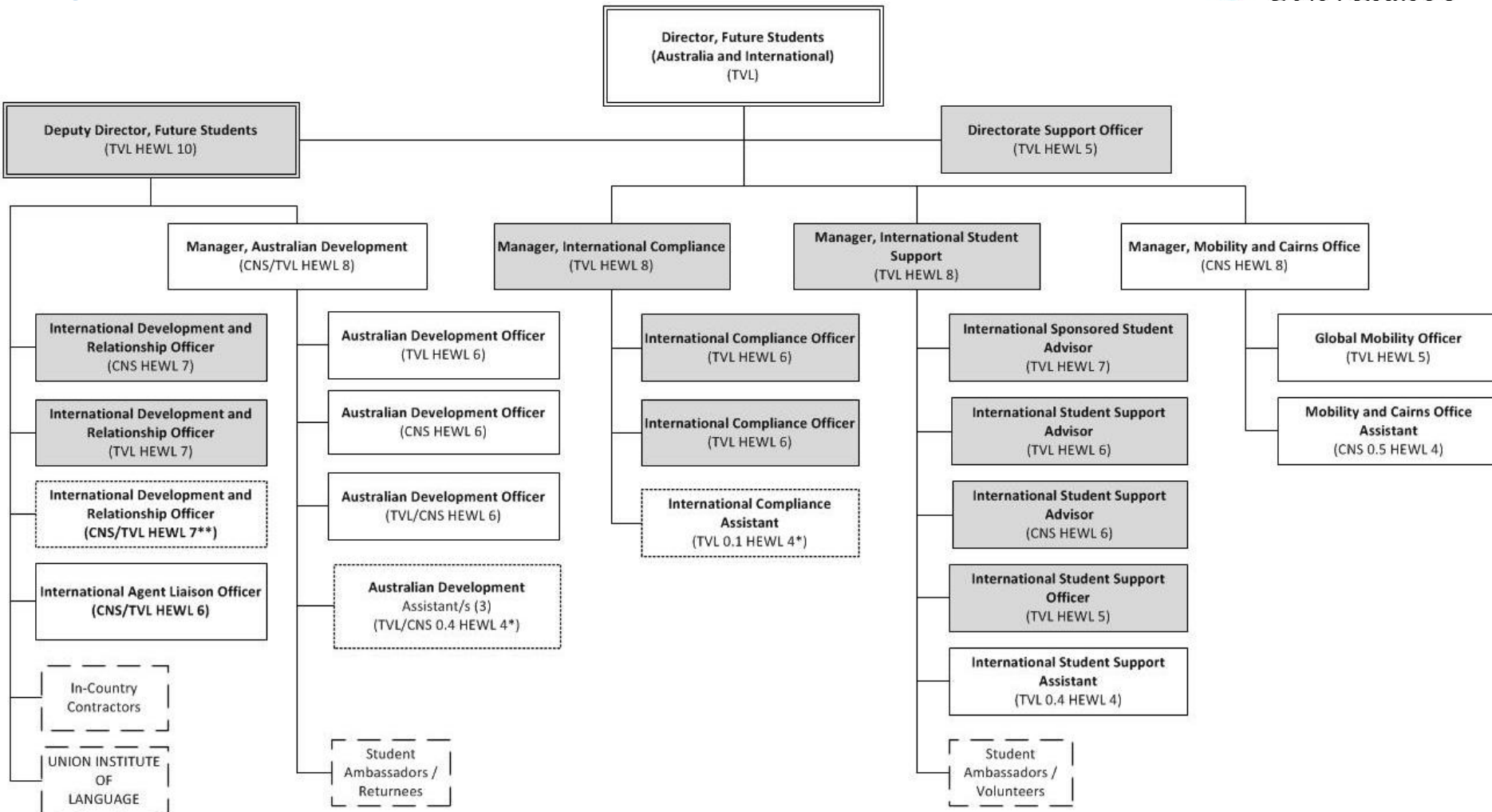
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Approved Marketing Directorate Structure



Approved Future Students Directorate

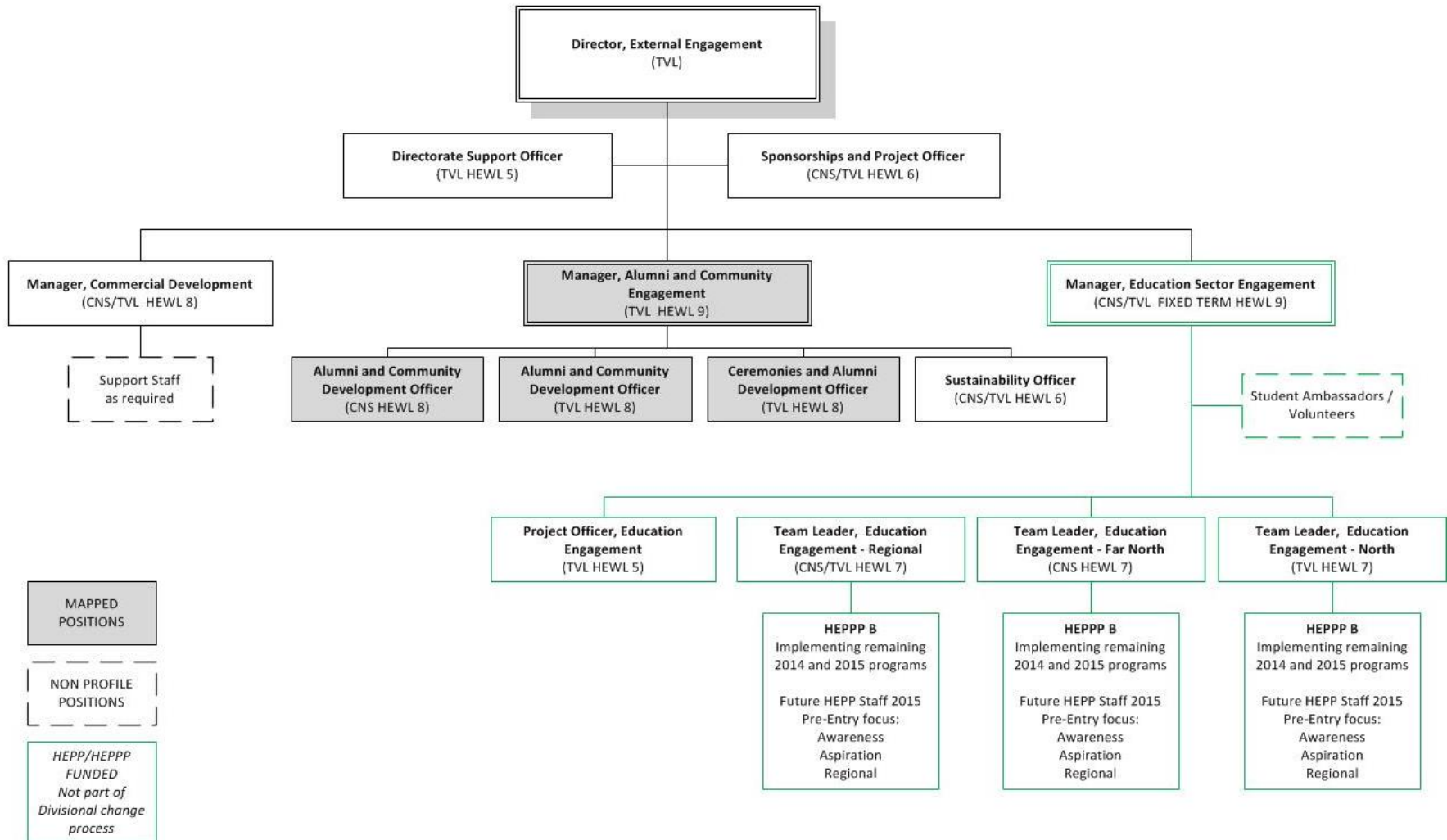


MAPPED
POSITIONS

NON PROFILE
POSITIONS

*Fixed term contracts
re JCU EA Clause 19.1.7 Student Internships where possible
** Fixed term 6 mth contract re JCU EA Clause 19.1.1
Pending results of trial of in-country contractor in Europe

Approved External Engagement Directorate Structure



* Next steps

9th March

- By 5pm, all affected staff will be emailed the detailed Change Plan and presentation
- Change Plan and presentation posted to the web
- Individual meetings with affected staff by request:
 - Director and/or DVC
 - Human Resources – contact Belinda Pope or Julie Cook

10th March

- Change Plan provided to the JCC
- Change Plan provided to University Executive, Directors and Deans

** Dates are indicative only and may change as events occur. Staff will be kept fully informed*

*Next steps

By 13th March

• All affected staff will receive a letter advising of what the approved structure means to them:

- Comparable to a new position at same HEWL
- Comparable to a new position at a different HEWL
- No comparable position
- If fixed term, status of contract

13th – 14th March

- Advertising begins for all new positions (*close 9:00am 30 March*)
- HEWL 3-5 not requiring specialist skills internal to ALL JCU staff
 - All other positions simultaneous internal and external

** Dates are indicative only and may change as events occur. Staff will be kept fully informed*

* Next steps

- Following receipt of their individual letter, all staff not employed into a position in the new structure, will be deemed redundant after 8 weeks (8 May 2015).
- The new structure will come into effect as of 1st June 2015.
 - Staff who have accepted a position at a lower HEWL will have 6 months salary maintenance from this date.
- All current flexible arrangements will cease on 31st May 2015 – individuals may reapply for consideration by Director/DVC.

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Questions

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