



24 May 2022

Brett Adie  
AEAV Secretary  
United Workers Union  
PO Box 327  
North Melbourne VIC 3051

By Email: [Brett.Adie@unitedworkers.org.au](mailto:Brett.Adie@unitedworkers.org.au)

Dear Brett

## **RE: Commencing Practice – Request for Mercer Review**

I refer to your correspondence dated 17 May 2022 regarding the Commencing Practice Program Officer (**CPPO**) role in the Operational Capability division, and request for an external Mercer review of the CPPO Position Description (**PD**).

As you know, redesign of the Operational Capability division commenced in 2019, with the new structure approved and implemented in February 2020. The divisional redesign involved consultation with employees and employee representatives in accordance with Ambulance Victoria's (**AV**) organisation redesign process and enterprise agreement obligations.

As a result of the redesign, the role of CPPO, previously titled Operational Education Administrator, saw minimal change. The PD was reviewed and updated to align with the functions and deliverables of the new division, and as part of the consultation process, was shared with position holders for review and feedback on 25 November 2019 by the Manager Commencing & Continuing Education. Incumbents were provided two weeks, until 9 December 2019, to review and provide comment and input. Feedback from staff included, *"I think this is a good PD and accurately reflects our duties a lot better than our current one does which is very outdated. It's exciting this is finally being developed after speaking about it for so long."*

On implementation of the new structure in February 2020, all Operational Capability employees received a letter confirming their role in the new structure, which included a copy of their final signed PD. Therefore, your statement that, *"Some two years later the CP team have still not been provided with the PD"* is erroneous.

The current classification of the CPPO role is Administrative Band 3 under the *Ambulance Victoria Enterprise Agreement 2020 (AVEA 2020)*. As a result of the PD changes, albeit not significant, the position was re-evaluated using the Mercer Cullen Egan Dell (**CED**) methodology by Sarah McKee, Organisation Design Specialist, and myself as part of the redesign process. Like any Mercer evaluation, the position was assessed based on job requirements, taking into consideration compensable factors such as size, scope, complexity and specific knowledge and experience requirements.



Whilst one-third of the Mercer subfactors changed, resulting in a total point score of 149 points (previously 141 points), the position remained classified as Administrative Band 3 (132 – 169 points); therefore, the salary did not change.

As the revised PD, which was validated by position incumbents, was evaluated in December 2019 by an internal panel of trained specialists, AV is not supportive to the position being re-evaluated by Mercer Consulting as requested by the AEAV.

As you know, an existing position may undergo an internal review and re-evaluation where significant changes have occurred over time. Therefore, if CPPO position incumbents can demonstrate their role has changed in compensable factors such as size, scope or complexity, and produce relevant supporting evidence, AV commits to reviewing the CPPO PD, together with position incumbents, and on approval by the Director Operational Capability, re-evaluate the position internally. This process may involve further discussions with respective managers and position holders, as required.

AV requests that CPPO position incumbents engage their direct line manager in the first instance if they seek to participate in the above process, noting the principles and requirements to undergo a review. For your reference, I have enclosed a copy of the CPPO PD, as requested.

If you have questions or would like to discuss, please feel free to contact me via email or on 0411 130 528.

Yours sincerely



**Sarah Crema**  
Acting Workplace Relations Strategy Lead

Encl. Commencing Practice Program Officer PD