

Classification Working Group

The Maurice Blackburn Employees' Agreement 2016 provides for a review of the classification structure in Appendix A of the Agreement. The review is conducted jointly by the Australian Services Union and Maurice Blackburn. We need ASU members to help with the review of the draft classifications and participate in getting the best classifications that recognise the work you do. This is expected to be in the second half of this year.

How will the review proceed

Maurice Blackburn human resources and the ASU have been meeting to establish guidelines for the review. The guidelines set out the aims and scope of the classifications review. Here is what we have agreed:

Aims

- Meet obligations under clause 58 of the Agreement;
- Enable easier pay gap analysis for similar classifications roles;
- Ensure employees are remunerated at least on par or above minimum salary relevant to their classification;
- Ensure employees can easily understand what classification pertains to their role and how they sit in comparison to others;
- Ensure clear understanding of how employees progress between classification levels; and
- Ensure how the classification relates to other key documents relevant to their role and progression.

Scope

- Developing classification descriptors for all roles under the EBA threshold by December 2018;
- Reviewing and aligning various relevant documents (i.e. Career Guides, Practice Guides, Position Descriptions etc.);
- Undertaking a translation exercise of all employees under the EBA threshold into the new classification structure; and
- Remedy any pay discrepancy that may become evident whilst undertaking exercise.

Resources

- Utilise the Working to Group to agree on scope, to use as a constant reference point and review mechanism and to act as the feedback mechanism; and
- Utilise the Working group in the translation phase to ensure we allocate employee to correct descriptor and to remedy any pay concerns.

Your Input

Maurice Blackburn have engaged consultants Mercer (Australia) Pty Ltd to develop a new classification structure. On the back of this bulletin is Mercer's proposal for developing the new classifications. The role for ASU members is quality control. The ASU is asking for members to review the new classifications to ensure they properly reflect what you do. Clearly a representative group reflecting the range of occupations at Maurice Blackburn is required.

The group will also oversee the translation from current classifications to new classifications. This is an important task that needs your expertise, no one knows what work you do and the skills people have better than you.

Please contact your state Organiser below ASAP if you want to provide your expertise in reviewing the proposed classifications. The next meeting of the Classification Working Group will be on Thursday 7 June 2018.

ASU Organiser	Branch	Contact
Emily Callachor	New South Wales	0417 420 924
Jeanine Orzani	QLD Services	0417 714 767
Daniel Bevis	QLD Together	0449 207 363
Andy Lewis	Victoria	0409 778 890
Erin Brooks	SA & NT	08 8363 1322
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TASK	DELIVERABLE
<p>Design and Agree the Template</p> <ul style="list-style-type: none"> Project team kick-off meeting to review project plan and agree "work streams" including representatives for each. Work streams likely to include "legal services" & "corporate staff" Project team and work stream representatives meet to agree on a template for the final classification framework (half day workshop). Decisions include*: <ul style="list-style-type: none"> How many levels will be included for each work stream? How many factors will be included in the framework (i.e. the descriptor headings)? What will these factors be? <p>Populate the Framework</p> <ul style="list-style-type: none"> Mercer will pre-populate the agreed template with wording for each of the agreed work streams. This initial draft will be based on the following sources of information: <ul style="list-style-type: none"> Current EA classification wording Legal services award framework Existing job descriptions Maurice Blackburn's Career Guide Mercer's Total Remuneration Survey position capsules Our knowledge of classification framework design The initial draft will then be shared with the project team and representatives from each work stream to review the content 	<ul style="list-style-type: none"> 2hr project team kick-off meeting Agreement on number of work streams and representatives for each Final template for classification framework design Initial draft of complete classification framework based on inputs from several sources

TASK	DELIVERABLE
<p>Iterate and Finalise</p> <ul style="list-style-type: none"> Workshops with representatives from each work stream to refine classification framework wording in detail <ul style="list-style-type: none"> <i>In our experience this often requires 2-3 iterations with stakeholders to come to full agreement</i> Adjustments will be made to the framework following each workshop in order to create iterative versions Stakeholder meetings with senior leadership, union members and the broader HR team to validate / refine Following all workshops and stakeholder meetings, Mercer to create final version of the classification framework for each work stream 	<ul style="list-style-type: none"> 3x 2hr workshops with each work stream (i.e. 3 workshops / work stream) 2hr meetings with senior leaders, union and broader HR team (i.e. one meeting with each stakeholder group) Final classification framework

*Scope assumes 2 work streams and ~7 levels

INSTRUCTIONS

We understand instructions with respect to the Services will be given to us by Paola Rio or her designee.

DATA AND INFORMATION REQUIREMENTS

The information and data we require to provide the Services are:

- Current EA classification wording
- Legal services award framework
- Existing job descriptions
- Maurice Blackburn's Career Guide

We also note during the course of the project we may request further information.

TIMEFRAME

We acknowledge the time sensitivity involved with this project and will endeavour to complete the project within 12 weeks from the project kick-off meeting. Accordingly, we would appreciate timely provision of all necessary data and related information when requested. For administration purposes this Statement of Work will be effective from 8 May 2018 through 31 December 2018.