Australian Government
Department of Education

Higher Duties Allowance

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1. Purpose

1.1 This policy provides considerations and processes for placing an employee on higher duties allowance to perform higher duties under clauses 75 to 82 of the Department of Education Enterprise Agreement 2024-2027 (EA).

1.2 It must be read in conjunction with the EA, relevant legislation and other relevant policies.

2. Principles

2.1 The department is committed to supporting development opportunities for employees to work at a higher level and to ensure that employees are not disadvantaged when undertaking higher duties.

2.2 The department aims to minimise the number of employees on long-term higher duties and these arrangements are not to be used as a substitute to fill ongoing vacancies.

3. Delegate Considerations

3.1 In determining whether to backfill a position, delegates should first look at whether there is an actual business need for the higher duties arrangement and consider:

a) how long the position will be vacant;
b) whether the position needs filling for delegation purposes; and
c) whether the work can be redistributed to other staff in the work area.

3.2 Delegates must ensure the type of merit process for a higher duties opportunity is determined in advance and employees advised of the process (refer to clauses 558 to 560 of the EA).

3.3 Where an existing non-ongoing employee is being considered for temporary duties at a higher classification, the delegate should consider whether a new non-ongoing contract needs to be established.

4. Process

4.1 Once a period of higher duties is approved by the delegate, employees need to use the Temporary Performance/Transfer Requests tile in HUB to notify the change in position, the duration and to indicate whether:

a) payment should be applied; or
b) the period of higher duties is non-remunerated for delegation purposes only.

4.2 When approved by the delegate, and if applicable, the notification will generate the payment of the higher duties allowance.

4.3 A non-SES employee, who is directed to temporarily perform work at the SES level for 2 continuous weeks or more, will be paid at a rate determined by the delegate for the period of higher duties. This will be facilitated by the SES Unit.

5. Higher Duties Allowance (HDA)

5.1 Higher duties arrangements and the payment of HDA will be administered in accordance with clauses 75 to 82 of the EA.

5.2 Employees may be eligible for recognition for incremental advancement at their higher classification level in accordance with clauses 36 to 37 of the EA.

5.3 A working week, for the purpose of clause 75, is a calendar week of the normal working pattern of the applicable employee. For a full-time employee, 2 working weeks will generally be the same as 10 working days. For part-time employees, 2 working weeks will be a smaller number of working days – e.g. for an employee who works 3 days per week, 2 working weeks would be 6 working days.

5.4 Payment will be paid from day 1 of the higher duties arrangement, once the period equals or exceeds 2 working weeks.

5.5 Where a public holiday falls on either the day before or after an acting period which is eligible for the allowance, the delegate can decide whether the role is required to be filled for that day. Delegates can also consider whether it is appropriate to shorten the qualifying period for HDA as per clause 81 of the EA.

5.6 Where an employee is absent on paid leave or observes a public holiday during a period when they are performing higher duties, payment of HDA will continue during the absence as if the employee was still at work. HDA payments will be appropriately adjusted if the period of leave is taken on half pay.

6. Review Arrangements

6.1 Where an employee is dissatisfied with a decision they should raise their concerns with the next level of management for resolution. If the employee remains dissatisfied, they may seek a formal review of actions under the Review of Actions Policy.

6.2 Where an employee is dissatisfied with a decision relating to higher duties, they should attempt to resolve the issue through their managerial channels in the first instance. Where this is unsuccessful employees and/or managers should seek assistance from People Branch.

6.3 An employee may also seek a review of the delegate's decision where the decision involves action, consistent with section 33 of the *Public Service Act 1999* or by following the dispute settlement procedures contained in the EA.

7. More Information

7.1 Email People Branch at people@education.gov.au.

8. Document Details

Policy Owner	People Branch
Document Status	Final

Point of Contact	Director, HR Strategy and Operations Team People Branch, People, Parliamentary and Communications Division
Approver	s 22
Approval Authority	A/g Assistant Secretary, People Branch, Department of Education
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Document Review and Change

Version	Date	Author/s	Summary of Changes	Date of next Scheduled review
1.0	26 January 2024	HR Strategy and Operations	Initial Document	1 February 2025
2.0	30 May 2025	HR Strategy and Operations	Reviewed and updated	30 May 2026

Advertise an Expression Of Interest (EOI)

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Prior to undertaking a new external recruitment activity and recruiting from outside the department, advertising through an internal Expression of Interest (EOI) is mandatory. EOIs support staff mobility and professional development, while also providing hiring managers with a timely and efficient recruitment solution.

For more information and tips on submitting a requisition in eRecruit, refer to How to Submit a Requisition in eRecruit (PDF).





Temporary Opportunity - Less than 3 months

If you have a vacancy available for less than three months, this can be managed locally without an EOI.

This could be:

- Internal email to your branch/division
- Appointing an individual within the branch/division to undertake higher duties or a temporary transfer at level.

Internal Expression of Interest via eRecruit

An Expression of Interest (EOI) is a vacancy open to **all ongoing** departmental employees

A successful applicant to an EOI process, may be offered a:

- High duties opportunity
- Temporary transfer at level
- Permanent transfer at level

When conducting an EOI...

Key Information

- An EOI is an informal recruitment process. It cannot be used to promote an employee.
- EOIs are to be used to fill vacancies that are immediately available, and no merit pool for future placements can be created through an EOI process. Merit pools are only established through roles externally advertised in the Public Service Gazette (the Gazette).
- Applications and resumes must be shared only with the designated contact officer and the panel members involved. Applicants have not provided permission for their personal information to be shared more broadly.

Vacancy Location

- Managers should consider the most appropriate location for their vacancy. Consideration should be given to the inherent requirements of the role (e.g., leadership visibility, supervision, stakeholder engagement) and the affordability and practical implications if the role requires regular attendance at a departmental office.

Eligibility and Release Timeframes

- All ongoing departmental employees are eligible to apply for EOIs. Applications will not be limited to employees within a particular Group/Division.
- Prior to submitting an expression of interest, employees must seek approval from their manager. Please ensure you discuss with your manager.
- Non-ongoing employees are ineligible to apply, noting that non-ongoing contracts are issued for specific, time-limited roles, and the department must ensure compliance with the Fair Work Act 2009 and the limitations on the use of fixed term contracts.
- Where an employee is found suitable through an EOI process, the employee, their current work area, and their new work area will discuss a release date. A reasonable release timeframe is typically 2-4 weeks.

Enterprise Agreement

- Under Clause 559 of the Enterprise Agreement, where a vacancy is to be filled for a period of three (3) continuous months or longer, an internal merit selection process (EOI) must be used to fill the vacancy.

APS Mobility

- The APS Jobs Mobility Board is an APS-wide initiative, allowing ongoing APS staff across the Public Service to express their interest in your temporary vacancy. Please contact the Recruitment Team if you would like to learn more about the APS Jobs Mobility Board.

Our Service Offer

Open the A-Z list of services

[we are] here to help

Need help?

Our experts are here to help you get started.

- For recruitment support and enquiries, email Recruitment or call (02) 6240 6973.

[Resources]

EOI Job Information Pack (DOC)

ATEC EOI Job Information Pack (DOC)

Guide - How to Submit a Requisition (PDF)

How to Write an Attractive Job Information Pack (EDU) (PDF)

Tips and Tricks - APS Work Level Standards (PDF)



Go to eRecuit