

CDHB Scientific Officer Merit Progression

The following information describes the agreed elements for the CDHB Scientific Officer Merit Progression process.

Objectives of the merit progression process

- To recognise the value of the Scientific Officers and remunerate meritorious activities

Principles of the assessment process

- Flexibility to ensure and recognise wide range of skills
- Efficient and timely
- Transparent, robust and fair
- Clearly identified goals which are realistic, achievable and aspirational
- Consistent

Assessment Panel

- In accordance with the Scientific Officer Collective Agreement the recommendation is made by the person to whom the Scientific Officer directly reports to on a day to day basis
- The approval is made by the Divisional General Manager
- The president of the Scientific Officer APEX division, or nominated APEX delegate, shall be a member of the Assessment Panel that reviews applications from Scientific Officers who are not in designated leadership/managerial roles
- In respect of applications from Scientific Officers in designated leadership roles, the national advocate APEX may be a member of the Assessment Panel if so requested by the applicant

Application, Feedback and Appeals Process

- In accordance with the Scientific Officer Collective Agreement the assessment can be supported by documentation. The Scientific Officer can present the application verbally if they wish, but if they choose not to this will not impact on the recommendation, as this is not one of the identified items to be taken into consideration
- Feedback - The employer will provide written feedback to the applicant at the end of the Salary Review process. In the case of an unsuccessful outcome this feedback will describe the reasons for this. The feedback should include guidance on how a future application could be successful. There should be an opportunity for the HSO to discuss this feedback with their Section Head and/or Service Manager.
- Appeals – Applicants who have had an unsuccessful review outcome, and who believe this is not justified, may appeal in writing giving their reasons and providing supporting material. This should be sent to their Service Manager who will review the appeal with the appropriate Section Head and members of the Assessment panel. The HSO should have the opportunity to discuss their appeal with their Section Head and/or Service Manager.