

Identifying Consultancy, Secondary Employment and Internal Work for Professional Staff

Time:

HEW 1 - 7:
Conducted within standard span of hours of work

HEW 8 - 10:
Conducted within standard expected hours of work as agreed with supervisor



Does the work involve UQ resources e.g. time, name, facilities, equipment?

YES

Do you undertake work for an external party?

YES

NO

NO

STANDARD CONSULTANCY
conducted through UQ

SECONDARY EMPLOYMENT

INTERNAL WORK

TYPE 3
All professional staff consultancy work, regardless of value, is treated as TYPE 3.

Are you using the specialised skills that UQ has employed you for?

YES

NO

Directorship
All paid or unpaid company directorships, and all similar types of governance positions involving custodianship, duty of care and responsibility in relation to external legal entities.

Private Practice
All external work related to staff member's professional identity, where the University is not party to arrangements e.g. clinician, lawyer, journalist, engineer, architect, IT or business professional.

Private Outside Work
Does not utilise specialised skills that UQ has employed a staff member for & not associated with UQ in any way.

No need to disclose work in Secondary Employment Register (SER)

Need to disclose work in Secondary Employment Register (SER)
Professional staff HEW 8 & above only

No need to disclose work in SER

No need to disclose work in SER

Approval from supervisor (L5 Authorised Officer)
See HR Authorisation Schedule

May require approval:
• Entity that uses UQ Intellectual Property (IP)
• Publicly listed company

Is the activity part of your normal service expectation/ minor or incidental?

YES

NO

For paid work: Income is billed by UQ and credited to operating funds of Organisation Unit

Entitled to earn proceeds in private capacity

Activity falls outside Policy scope
• Not eligible for Personal Payment
• May be eligible for recognition and reward under Enterprise Agreement & UQ Policies

Professional staff are not permitted to hold consultancy accounts