Identifying Consultancy, Secondary Employment and Internal Work for Professional Staff

START

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

YES

STANDARD CONSULTANCY conducted through UQ

NO

SECONDARY EMPLOYMENT

Do you undertake work for an external party?

YES

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

YES

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.

NO

INTERNAL WORK

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.

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

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 SER

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

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

Professional staff are not permitted to hold consultancy accounts

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Yes

NO

NOT ELIGIBLE FOR PERSONAL PAYMENT
May be eligible for recognition and reward under Enterprise Agreement & UQ Policies

Activity falls outside Policy scope

Entitled to earn proceeds in private capacity

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

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