

AWARD CLASSIFICATIONS

A SIMPLE GUIDE

EMPLOYEES OTHER THAN PHYSICAL / COMMUNITY SERVICES EMPLOYEES

Classification Bands 6 to 8

Key Classification Criteria BAND 6A – 6C	Key Classification Criteria BAND 7A – 7D	Key Classification Criteria BAND 8A – 8D
Accountability and Extent of Authority May manage resources <u>or provide input into the development of policy.</u> Where prime responsibility is for resource management, the freedom to act is governed by <u>clear objectives and/or budgets</u> with a regular reporting mechanism to ensure <u>adherence to</u> goals and objectives. <u>The effect of decisions and actions taken</u> at this level is <u>usually limited to the quality or cost of the programs and projects being managed.</u> Where prime responsibility is to provide specialist advice to clients or to regulate clients, <u>the freedom to act is subject to regulations and policies and regular supervision.</u> The effect of <u>decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.</u> Where primarily involved in policy development the work is usually of an investigative and analytical nature, with <u>the freedom to act prescribed by a more senior position.</u> The quality of the output can have a significant effect on the <u>process of policy development.</u> <u>Many positions in this Band would have a formal input into policy development</u> within their area of expertise and/or management. In the case of a Child Care Worker this may include a Director of a child care centre or a Child Care Worker undertaking duties in excess of those referred to in Band 5.	Accountability and Extent of Authority May manage resources <u>or participate in the development of policy.</u> Where prime responsibility is for resource management, the freedom to act is governed by <u>policies, objectives and budgets</u> with a regular reporting mechanism to ensure <u>achievement of</u> goals and objectives. <u>Decisions and actions taken</u> at this level <u>may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.</u> Where prime responsibility is to provide specialist advice to or regulate clients, <u>the freedom to act is subject to professional and regulatory review.</u> The impact of <u>decisions made or advice given may have a substantial impact on individual clients or classes of clients.</u> Where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, <u>with the freedom to act generally prescribed by a more senior position.</u> The quality of the work of these positions can have a significant effect on the <u>policies which are developed.</u> <u>All positions in this Band would have an input into policy development</u> within their area of expertise and/or management. In the case of a Child Care Worker this may include a Director in charge of more than one child care centre or a Director of a child care centre undertaking duties in excess of those referred to in Band 6	Accountability and Extent of Authority Positions in this Band may manage resources <u>and/or regulatory or specialist units and/or develop and interpret policy.</u> Where the prime responsibility is for resource management the freedom to act is <u>governed by broad goals, policies and budgets with periodic reviews</u> to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. <u>Decisions and actions taken in this Band may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.</u> Where the prime responsibility is to manage regulatory or specialist units, <u>the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation.</u> Decisions and actions taken at this level may have a substantial effect on the <u>community or sections of it.</u> Where the prime responsibility is to develop policy options and strategic plans, <u>the freedom to act is wide and limited only to the areas nominated by Employer or the corporate management.</u> <u>The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and/or the community.</u>

Key Classification Criteria BAND 6A – 6C	Key Classification Criteria BAND 7A – 7D	Key Classification Criteria BAND 8A – 8D
Judgement and Decision Making The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. <u>Guidance and advice are usually available</u> Specialist Knowledge and Skills Typically, these positions require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices. All positions require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation. Some positions in this Band, particularly those where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.	Judgement and Decision Making These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations. <u>Guidance is not always available within the organisation.</u> Where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made. Specialist Knowledge and Skills These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities. Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework. An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates. Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.	Judgement and Decision Making These positions generally involve both problem solving and policy development. Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation. The work will typically require the identification and analysis of an unspecified range of options before a choice can be made. Employees at this level will identify and develop policy options in their own functional area for consideration and choice by their Manager or by Employer. Specialist Knowledge and Skills These positions require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee. An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates. A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.

Key Classification Criteria BAND 6A – 6C	Key Classification Criteria BAND 7A – 7D	Key Classification Criteria BAND 8A – 8D
Management Skills These positions require skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable. Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development Interpersonal Skills These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees. All employees in this Band must also be able to liaise with their counterparts in other organisations to <u>discuss specialist matters</u> and with other employees in other functions in their own organisation to resolve intra-organisational problems	Management Skills These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures. The position requires an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies Interpersonal Skills These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees. Employees in this Band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.	Management Skills Positions in this Band typically involve the supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience. Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities. Interpersonal Skills Positions require the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.

Key Classification Criteria BAND 6A – 6C	Key Classification Criteria BAND 7A – 7D	Key Classification Criteria BAND 8A – 8D
Qualifications and Experience The skills and knowledge needed for entry to this Band are beyond those normally acquired through tertiary education alone. Typically, they would be gained through completion of a degree or diploma course with <u>some relevant</u> experience. They might also be acquired through lesser formal qualifications and substantial relevant experience, or through substantial relevant experience in the field of specialist expertise.	Qualifications and Experience The skills and knowledge needed for entry to this Band are beyond those normally acquired through tertiary education alone. Typically, they would be gained through completion of a degree or diploma course with <u>several years of subsequent relevant experience</u>. They might also be acquired through higher formal qualifications either in the field of specialist expertise or in management, together with a shorter period of experience, or they might be acquired through lesser formal qualifications with extensive relevant experience	Qualifications and Experience The skills and knowledge needed for entry to this Band are beyond those normally acquired through a degree course and experience in the field of the employee's specialist expertise alone. Typically, the necessary skills and knowledge would be gained through further formal qualifications in the field of expertise or in management, or through at least four years of experience in another specialised field. Alternatively, they might be acquired through lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience

POSITIONS OTHER THAN - PHYSICAL / COMMUNITY SERVICES - BAND 6 TO 8

Band 6A to 6C	Band 7A to 7D	Band 8A to 8D
Typical Positions	Typical Positions	Typical Positions
▪ Sports Development Officer ▪ Works Planner ▪ Senior Planning Officer ▪ Coordinators – Various ▪ Environmental Health Officer ▪ Communications Officer ▪ Senior Youth Worker ▪ Community Development Officer ▪ Community Centre Coordinator ▪ Development Engineer ▪ Assistant Accountant	▪ Strategic Planner ▪ Strategic Transport Officer ▪ Network Administrator ▪ GIS Coordinator ▪ Leisure Planning Officer ▪ Community Building Coordinator ▪ Urban Designer ▪ Team Leaders – Various ▪ Project Manager ▪ Community Development Officer	▪ Business Unit Coordinators and Managers ▪ Senior Professional Specialists