SCHEDULE 3: CLASSIFICATION DESCRIPTORS

CLASSIFICATION DIMENSIONS

The descriptors use seven dimensions to describe the work at each level of the 10 level structure.

Dimension definition

Training level or qualification
The type and duration of training which the duties of the classification level typically require for effective performance. Training is the process of acquiring skills and acknowledge through formal education, on the job instruction or exposure to procedures.

Task level
The type, complexity and responsibility of tasks typically performed by staff within each proposed classification level.

Judgement, independence and problem solving
Judgement is the ability to make sound decisions, recognising the consequences of decisions taken or action performed. Independence is the extent to which a position holder is able (or allowed) to work effectively without supervision or direction. Problem solving is the process of defining or selecting the appropriate course of action where alternative courses of action are available. This dimension looks at how much of each of these three qualities applies at each classification level.

Level of supervision
This dimension covers both the way in which staff are supervised or managed and the role of staff in supervising or managing others.

Organisational knowledge
The level of knowledge and awareness of the organisation, its structure and functions that would be expected of staff at each proposed classification level, and the purposes to which that organisational knowledge may be put.

Typical activities
Examples of activities typically undertaken by staff in different occupations at each of the classification levels.

Occupational equivalent
Occupations typically falling within each classification level.

TRAINING LEVEL OR QUALIFICATION

Within the Australian Qualifications Framework,

Year 12 Completion of a Senior Secondary Certificate of Education, usually in Year 12 of secondary school

Trades Certificate Completion of an apprenticeship, normally of 4 years duration, or equivalent recognition eg Certificate III

Post-trade Certificate A course of study over and above a Trade Certificate and less than a Certificate IV

Certificates I and II Courses that recognize basic vocational skills and knowledge, without a Year 12 prerequisite

Certificate III A course that provides a range of well-developed skills and is comparable to a trade certificate
Certificate IV A course that provides greater breadth and depth of skill and knowledge and is comparable to a two year part-time post-Year 12 or post-trade certificate course

Diploma A course at a higher education or vocational educational and training institution, typically equivalent to two years full-time post-Year 12 study

Advanced diploma A course at a higher education or vocational educational and training institution, typically equivalent to three years full-time post-Year 12 study

Degree A recognised degree from a higher education institution, often completed in 3 or 4 years, and sometimes combines with a one year diploma

Postgraduate Degree A recognised postgraduate degree, over and above a degree as defined above.

Note: Previously recognised qualifications obtained prior to the implementation of the Australian Qualifications Framework continue to be recognised. The above definitions also include equivalent recognised overseas qualifications.

TRAINING LEVEL OR QUALIFICATIONS

Level descriptor

1. Staff at the base of this level would not be required to have formal qualifications or work experience upon engagement.

   Staff engaged at the base of this level will be provided with structured on the job training in addition to up to 38 hours of induction to the higher education industry which shall provide information on the higher education institution, conditions of employment, training to be made available and consequent career path opportunities, physical layout of the institution/work areas, introduction to fellow workers and supervisors, work and documentation procedures, occupational health and safety, equal opportunity practices and extended basic literacy and numeracy skills training where required/necessary to enable career path progression.

2. Perform duties at a skill level which assumes and requires knowledge, training or experience relevant to the duties performed, or
   • completion of Year 12 without work experience, or
   • completion of Certificates I or II with related work experience, or
   • an equivalent combination or experience and training.

3. Perform duties at a skill level which assumes and requires knowledge or training in clerical/administrative, trades or technical functions equivalent to:
   • completion of a Trades Certificate;
   • completion of Year 12 or a Certificate II, with relevant work experience; or
   • equivalent relevant experience or combination of relevant experience and/or education/training.

   Persons advancing through this level may typically perform duties which require further on the job training or knowledge and training equivalent to progress toward completion of an Certificate IV or Diploma.

4. Perform duties at a skill level which assumes and requires knowledge or training equivalent to:
   • completion of a Diploma level qualification with relevant work related experience, or
   • completion of a Certificate IV with relevant work experience, or
   • completion of a Post-Trades Certificate and extensive relevant experience and on the job training; or
   • completion of a Certificate III with extensive relevant work experience, or
   • an equivalent combination of relevant experience and/or education/training.

5. Perform duties at a skill level which assumes and requires knowledge or training equivalent to:
   • completion of a Degree without subsequent relevant work experience; or
• completion of an advanced diploma qualification and at least one years subsequent relevant work experience, or
• completion of a Diploma qualification and at least 2 years subsequent relevant work experience; or
• completion of a Certificate IV and extensive relevant work experience, or
• completion of a post-trades certificate and extensive (typically more than 2 years) relevant experience as a technician, or
• an equivalent combination of relevant experience and/or education/training.

6. Perform duties at a skill level which assumes and requires knowledge or training equivalent to:
   • a Degree with subsequent relevant experience; or
   • extensive experience and specialist experience or broad knowledge in technical or administrative fields; or
   • an equivalent combination of relevant experience and/or education/training.

7. Perform duties at a skill level which assumes and requires knowledge or training equivalent to:
   • a Degree with at least 4 years subsequent relevant experience; or
   • extensive experience and management expertise in technical or administrative fields; or
   • an equivalent combination of relevant experience and/or education/training.

8. Perform duties at a skill level which assumes and requires knowledge or training equivalent to:
   • Postgraduate qualification and extensive relevant experience; or
   • extensive experience and management expertise; or
   • an equivalent combination of relevant experience and/or education/training.

9. Perform duties at a skill level which assumes and requires knowledge or training equivalent to:
   • Postgraduate qualification and extensive experience; or
   • extensive management experience and proven management expertise; or
   • an equivalent combination of relevant experience and/or education/training.

10. Perform duties at a skill level which assumes and requires knowledge or training equivalent to:
    • proven expertise in the management of significant human and material resources; in addition to, in some areas
    • Postgraduate qualification and extensive relevant experience.

**TASK LEVEL**

1. Straightforward manual duties, or elements of Level 2 duties under close supervision and structured on the job training. Some knowledge of materials, eg. cleaning chemicals and hand tools, may be required. Established procedures exist.

2. Perform a range of straightforward tasks where procedures are clearly established. May on occasion perform more complex tasks.

3. Some complexity. Apply body of knowledge equivalent to Trade Certificate or Certificate III, including diagnostic skills and assessment of the best approach to a given task.

4. May undertake limited creative, planning or design functions; apply skills to a varied range of different tasks.

5. Apply body of broad technical knowledge and experience at a more advanced level than Level 4, including the development of areas of specialist expertise. In professional positions, apply theoretical knowledge, at a Degree level, in a straightforward way. In administrative positions, provide interpretations, advice and decisions on rules and entitlements.

6. Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Staff would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected. In technical and administrative areas, have a depth or breadth of expertise developed through extensive relevant experience and application.
7. Independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems. In professional or technical positions, may be a recognised authority in a specialised area.

8. Work at this level is likely to require the development of new ways of using a specific body of knowledge which applies to work assignments, or may involve the integration or other specific bodies of knowledge.

9. Demonstrated capacity to conceptualise, develop and review major professional, management or administrative policies at the corporate level. Significant high level creative, planning and management functions. Responsibility for significant resources.

10. Complex, significant and high level creative planning, program and managerial functions with clear accountability for program performance. Comprehensive knowledge or related programs. Generate and use a high level of theoretical and applied knowledge.

JUDGEMENT, INDEPENDENCE AND PROBLEM SOLVING

1. Resolve problems where alternatives for the job holder are limited and the required action is clear or can be readily referred to higher levels.

2. Solve relatively simple problems with reference to established techniques and practices. Will sometimes choose between a range of straightforward alternatives. A staff member at this level will be expected to perform a combination of various routine tasks where the daily work routine will allow the latitude to rearrange some work sequences, provided the prearranged work priorities are achieved.

3. Exercise judgement on work methods and task sequence within specified time lines and standard practices and procedures.

4. In trades positions, extensive diagnostic skills. In technical positions, apply theoretical knowledge and techniques to a range of procedures and tasks. In administrative positions, provide factual advice which requires proficiency in the work area’s rules and regulations, procedures requiring expertise in a specialist area or broad knowledge of a range of personnel and functions.

5. In professional positions, solve problems through the standard application of theoretical principles and techniques at degree level. In technical positions, apply standard technical training and experience to solve problems. In administrative positions, may apply expertise in a particular set of rules or regulations to make decisions, or be responsible for coordinating a team to provide an administrative service.

6. Discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; undertake planning involving resources use and develop proposals for resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; analyse and report on data and experiments.

7. Independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may also involve stand alone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

8. Responsible for program development and implementation. Provide strategic support and advice (eg. to schools or faculties) requiring integration of a range of university policies and external requirements, and an ability to achieve objectives operating within complex organisational structures.

9. Responsible for significant program development and implementation. Provide strategic support and advice (eg. to schools or faculties or at the corporate level) requiring integration of a range of internal and external policies and demands, and an ability to achieve broad objectives while operating within complex organisational structures.
10. Be fully responsible for the achievement of significant organisational objectives and programs.

LEVEL OF SUPERVISION

Definitions

Close Supervision. Clear and detailed instructions are provided. Tasks are covered by standard procedures. Deviation from procedures on unfamiliar situations are referred to higher levels. Work is regularly checked.

Routine Supervision. Directions provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non standard circumstances is provided by a supervisor. Checking is selective rather than constant.

General Direction. Direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instruction, but guidance is readily available. Performance is checked by assignment completion.

Broad Direction. Direction is provided in terms of objectives which may require the planning of staff, time and material resources for their completion. Limited detailed guidance will be available and the development or modification of procedures by the staff member may be required. Performance will be measured against objectives.

LEVEL OF SUPERVISION

Level descriptor

1. Close supervision or, in the case of more experienced staff working alone, routine supervision.

2. Routine supervision of straightforward tasks; close supervision of more complex tasks.

3. In technical positions, routine supervision, moving to general direction with experience. In other positions, general direction. This is the first level where supervision of other staff may be required.

4. In technical positions, routine supervision to general direction depending upon experience and the complexity of the tasks. In other positions, general direction. May supervise or coordinate others to achieve objective, including liaison with staff at higher levels. May undertake stand alone work.

5. In professional positions, routine supervision to general direction, depending on tasks involved and experience. In other positions, general direction and may supervise other staff.

6. In professional positions, general direction; in other positions, broad direction. May have extensive supervisory and line management responsibility for technical, clerical, administrative and other non-professional staff.

7. Broad direction. May manage other staff including administrative, technical and/or professional staff.

8. Broad direction, working with a degree of autonomy. May have management responsibility for a functional area and/or manage other staff including administrative, technical and/or professional staff.

9. Broad direction, working with a considerable degree of autonomy. Will have management responsibility for a major functional area and/or manage other staff including administrative, technical and/or professional staff.

10. Broad direction, operating with a high overall degree of autonomy. Will have substantial management responsibility for diverse activities and/or staff (including administrative, technical and/or professional staff).
ORGANISATIONAL KNOWLEDGE

1. May provide straightforward information to others on building or service locations.

2. Following training, may provide general information/advice and assistance to members of the public, students and other staff which is based on a broad knowledge of the staff member's work area/responsibility including knowledge of the functions carried out and the location and availability of particular personnel and services.

3. Perform tasks/assignments which require knowledge of the work area processes and an understanding of how they interact with other related areas and processes.

4. Perform tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques and how they interact with other related functions.

5. Perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions.

6. Perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

7. Detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.

8. The employee would be expected to make policy recommendations to others and to implement programs involving major change which may impact on other areas of the institution's operations.

9. Conceptualise, develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas. Responsible for programs involving major change which may impact on other areas of the institution’s operations.

10. Bring a multi perspective understanding to the development, carriage, marketing and implementation of new policies; devise new ways of adapting the organisation's strategies to new, including externally generated demands.

TYPICAL ACTIVITIES

1. Perform a range of industrial cleaning tasks, move furniture, assist trades personnel with manual duties.

2. Administrative positions at this level may include duties involving the inward and outward movement of mail, keeping, copying, maintaining and retrieving records, straightforward data entry and retrieval.

   Security Officers may be involved in a range of patrol duties, including responding to alarms following emergency procedures and preparing incident reports.

3. In trades positions, apply the skills taught in a Trade Certificate or Certificate III, including performance of a range of construction, maintenance and repair tasks using precision hand and power tools and equipment. In some cases this will involve familiarity with the work of other trades or require further training.

   In technical assistant positions:
   • assist a technical officer in operating a laboratory, including ordering supplies.
   • assist in setting up routine experiments
   • monitor experiments for report to a technical officer
   • assist with the preparation of specimens
   • assist with the feeding and care of animals.
Staff would be expected to perform a greater range and complexity of tasks as they progressed through the level and obtained further training.

In administrative positions, perform a range of administrative support tasks including:
- standard use of a range of desk-top based programs eg. word processing, established spreadsheet or database applications, and management information systems (eg. Financial, student or human resource systems). This may include store and retrieve documents, key and lay out correspondence and reports, merge, move and copy, use of columns, tables and basic graphics
- provide general administrative support to other staff including setting up meetings, answering straightforward inquiries and directing others to appropriate personnel
- process accounts for payment.

4. In trades positions:
- work on complex engineering or interconnected electrical circuits
- exercise high precision trades skill using various materials and/or specialised techniques.

In technical positions:
- develop new equipment to criteria developed and specified by others
- under routine direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations
- demonstrate the use of equipment and prepare reports of a technical nature as directed.

In library technician positions:
- undertake copy cataloguing
- use a range of bibliographic databases
- undertake acquisitions
- respond to reference inquires.

In administrative positions:
- may use a full range of desktop based programs, including word processing packages, mathematical formulae and symbols, manipulation of text and layout in desktop publishing and/or web software, and management information systems* plan and set up spreadsheets or data base applications
- be responsible for providing a full range of secretarial services, eg in a faculty
- provide advice to students on enrolment procedures and requirements
- administer enrolment and course progression records.

5. In technical positions:
- develop new equipment to general specifications
- under general direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations
- under broad direction, set up, monitor and demonstrate standard experiments and equipment use
- prepare reports of a technical nature.

In library technician positions:
- perform at a higher level than Level 4 including:
- assist with reader education programs and more complex bibliographic and acquisition services
- *operate a discrete unit within a library which may involve significant supervision or be the senior staff member in an out-posted service.

In administrative positions:
- responsible for the explanation and administration of an administrative function eg. HECS advice, records, determinations and payment, centralised enrolment function, the organisation and administration of exams at a small campus.

In professional positions and under professional supervision:
• work as part of a research team in a support role
• provide a range of library services including bibliographic assistance, original cataloguing and reader education in library and reference services
• provide counselling services.

6. In technical positions:
• manage a teaching or research laboratory or a field station
• provide highly specialised technical services
• set up complex experiments
• design and construct complex or unusual equipment to general specifications
• assist honours and postgraduate students with their laboratory requirements
• install, repair, provide and demonstrate computer services in laboratories.

In administrative positions:
• provide financial, policy and planning advice
• service a range of administrative and academic committees, including preparation of agendas, papers, minutes and correspondence
• monitor expenditure against budget in a school or small faculty.

In professional positions:
• work as part of a research team
• provide a range of library services, including bibliographic assistance, original cataloguing and reader education in library and reference services,
• provide counselling services
• undertake a range of computer programming tasks
• provide documentation and assistance to computer users
• analyse less complex user and system requirements.

7. In a library, combine specialist expertise and responsibility for managing library function:

In student services, the training and supervision of other professional staff combined with policy development responsibilities which may include research and publication

In technical manager positions, the management of teaching and research facilities for a department of school

In research positions, acknowledged expertise in a specialised area or a combination of technical management and specialised research

In administrative positions, provide less senior administrative support to relatively small and less complex faculties or equivalent.

8. Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources; manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity; management of a small and specialised unit where significant innovations, initiative and/or judgement are required; provide senior administrative support to schools and faculties of medium complexity, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

9. Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources; manage a function or development and implementation or a policy requiring a high degree of knowledge and sensitivity and the integration of internal and external requirements; manage a small and specialised unit where significant innovations, initiative and/or judgement are required; provide senior administrative support to the more complex schools and faculties, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

10. Manage a large functional unit with a diverse or complex set of functions and significant resources; manage a more complex function or unit where significant innovations, initiative and/or judgement are required; provide senior administrative support to the most complex schools and faculties in large institutions, involving complex course structures, significant staff and financial
resources, outside activities and extensive devolution of administrative, policy and financial management responsibilities to this position.

**OCCUPATIONAL EQUIVALENT**

1. Cleaner, labourer, trainee for Level 2 duties.

2. Administrative assistant, security patrol officer.

3. Tradesperson, technical assistant/technical trainee, administrative assistant

4. Technical officer or technician, administrative above Level 3, advanced tradesperson.

5. Graduate (i.e. degree) or professional, without subsequent work experience on entry (including inexperienced computer systems officer); administrator with responsibility for advice and determinations; experienced technical officer.

6. Graduate or professional with subsequent relevant work experience (including a computer systems officer with some experience); line manager; experienced technical specialist and/or technical supervisor.

7. Senior librarian, technical manager, senior research assistant, professional or scientific officer, senior administrator in a small less complex faculty.

8. Manager (including administrative, research, professional or scientific), senior school or faculty administrator, researcher.

9. Manager (including administrative, research, professional or scientific), senior school or faculty administrator, senior researcher.

10. Senior program, research or administrative manager.