

Schedule 3 - Professional Officers

PROFESSIONAL OFFICER

POSITION CLASSIFICATION DESCRIPTIONS

PROFESSIONAL OFFICER CLASSES 1 AND 2
SENIOR PROFESSIONAL OFFICER GRADES C, B AND A
SENIOR PROFESSIONAL OFFICER (ENGINEERING AND RELATED) GRADE A

GROUP DESCRIPTIONS

Introduction

This document contains provisional Position Classification Descriptions for the Professional Officer employment stream in the ACT Public Service. The descriptions include role and work level descriptions, application of defined classification factors and position examples.

Pending finalisation of these provisional Descriptions, where there are existing relevant published Position Classification Descriptions for a stream within the Professional Officer structures, those Descriptions will constitute an important source document for the purpose of making classification decisions. They will need to be read in conjunction with these Descriptions.

It is also important to assess the descriptions represented by the generality of positions at the Professional classification level(s) proposed. This is evidenced by position comparison data on relevant positions including those with classifications above and below the particular classification(s) under review.

Definition

The work of positions in this stream requires the application of professional knowledge, experience and judgement in the development, management and use of technology, investigation, survey, analysis, testing, observation, applied research, planning provision and maintenance of facilities and services, diagnosis/prognosis, remediation/treatment, liaison and education in laboratory, field or other situations.

Qualifications

Mandatory qualifications are prescribed under the management standards for entry to the Professional Officer stream. These are:

1. A degree or diploma of a Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
2. Eligibility for membership of, or registration by, a professional body which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
3. Other qualifications, comparable to those referred to in clause 1 which, in the opinion of the Secretary, are appropriate to the duties of the office; OR

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Classifications/Occupations

The superseded classifications included in the Professional Officer structures are listed in Attachment A.

Roles

Professional Practitioner - is an individual, team member or team leader. At the Professional Officer Class 1 and Class 2 levels they apply professional judgement across a limited range of activities. Professionals may perform normal professional work under different types of supervision and guidance. Professional supervision is required, but it may not need to be continuous. At the Senior Professional Officer levels they carry out a broad range of activities or functions using relevant practices or procedures within a comprehensive field of work or professional discipline. This role can provide advice to others on aspects of the field or discipline and can be expected to contribute in an original and innovative manner to activities of the work area. This role includes the supervision of subordinate professional staff and staff from other fields of work.

Professional Manager - is required to have a sound knowledge of the relevant principles, practices and procedures applicable to a professional field of work or discipline. Professional Managers will be responsible for the achievement of particular objectives or completion of a project. This responsibility includes accountability for material, human and financial resources allocated to that objective or project.

Professional Specialist - has an in-depth knowledge of, and is acknowledged as an authority both by senior management and by professional peers in, a field of work, professional discipline or a range of disciplines or fields. An original and continuing contribution to the field(s) or discipline(s) is an essential element of this role.

Terms Used (Alphabetically)

Complex professional work - denotes work which includes various tasks involving different and unrelated processes and methods. It depends on analysis of the subject, phase or issues involved in each assignment and the appropriate course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analysed to discern interrelationships.

Corporate Impact - is a measure of the effect of decisions made or advice required in a position on agency policies and operations and the achievement of program objectives. Corporate Impact is direct in the case of decisions taken, eg in determining policy or committing resources, or indirect where advice or recommendations are involved. The effect of advice or recommendations is a measure of the influence of the advice or recommendations upon the decision maker and the consequences for the organisation of the decision made. Recommendations of a highly technical or specialised nature, for example, may influence the work of a major function or area of an agency's operations or have an effect beyond the agency.

Critical professional work - is used in the sense commonly accepted in technological areas in relation to a critical component, critical issue or critical decision. It means a cornerstone, or fundamental decision, requiring the exercise of sound professional

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judgement of the effects of a decision within a particular professional field.

General professional guidance - refers to direction and guidance given by a Senior Professional Officer on a range of professional assignments. There is discretion in selecting the most appropriate method of completing these, and conformity with directions is measured by satisfactory completion of allocated professional assignments.

General supervision - refers to the supervision given by a Professional Officer or Senior Professional Officer to technical and other staff. It consists of the allocation, direction, oversight and co-ordination of the work of subordinate staff. Professional Officers may receive supervision on non technical administrative matters from non professional staff.

Normal professional work - includes ongoing duties performed in accordance with conventional established professional practice, methods and standards, but excludes professional work of a novel, complex or critical nature.

Novel professional work - encompasses work requiring a degree of creativity, originality, ingenuity and initiative and of a type not normally undertaken in a department of significant organisational unit within a department such as a research laboratory or regional office. The term may refer to the introduction or process used elsewhere.

Professional judgement - involves the application of professional knowledge and experience in defining objectives, solving problems, establishing guidelines, reviewing the work of others, interpreting results and providing and assessing advice or recommendations and other matters which have an element of latitude or decision making.

Professional knowledge - includes knowledge or principles and techniques applicable to the occupants listed in Appendix A. It is obtained during the acquisition of professional qualifications and relevant experience.

Professional supervision - refers to supervision given to subordinate professional officers which requires the exercise of professional judgement and consists of:

- setting guidelines for the work of Professional Officers;
- suggesting approaches to the conduct of professional work;
- solving technical problems raised by subordinate Professional Officers;
- giving decisions on technical solutions proposed by subordinate Professional Officers; and
- reviewing and sometimes checking the work of other Professional Officers.

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WORK LEVEL DESCRIPTION

PROFESSIONAL OFFICER CLASS 1

Definition

Under the professional supervision of higher level Professional as to method of approach and requirements, is a Professional Practitioner who performs normal professional work and exercises individual knowledge, skills, professional judgement and initiative in the application of professional principles, techniques and methods.

Features

This level is the professional formation phase of a Professional Officer. It includes new graduates generally lacking practical experience in the application of their professional knowledge.

The work requires initiative and professional judgement. Since experience is limited, this level is normally expected to apply only established principles, techniques and methods in early postgraduate years. With professional development, it is expected that new techniques and methods will be learnt and applied to progressively more difficult problems.

Initially work is subject to professional supervision. As experience is gained, the contribution and the level of professional judgement increases and professional supervision decreases, until a wide range of professional tasks is capable of being performed with little technical direction.

When experienced, advice and guidance may be provided to less experienced professional staff. They are not required to provide general professional guidance but may be required to provide general supervision of and/or train technical and other non professional staff.

Staff may be required to develop and apply advanced techniques learnt during the undergraduate course or later; however, decisions to incorporate such new techniques into normal procedures would be taken at a higher level.

Job Examples

[To be developed]

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WORK LEVEL DESCRIPTION

PROFESSIONAL OFFICER CLASS 2

Definition

As a Professional Practitioner, performs normal professional work under general professional guidance, and may perform novel, complex or critical professional work under professional supervision.

Features

Staff at this level perform normal professional work of an organisation unit, or of a specialised professional field encompassed by the work of the unit, and accept technical responsibility for these tasks.

Staff may also be expected to perform difficult or novel, complex or critical professional work under professional supervision, or normal professional work where they are isolated from immediate professional supervision for example, because of remoteness of the functional work area. Staff at this level are expected to exercise independent professional judgement when required, particularly in recognising and solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification.

Staff may carry out research under professional supervision and may be expected to contribute to advances in the techniques used.

Work at this level may include professional supervision of Professional Officers Class 1 together with general supervision over technical and other personnel. Professionals at this level may also be required to guide Professionals Class 1 in the methods to be used, policies to be followed and standards to be observed with respect to the professional work performed by the organisation unit.

Staff are required to understand industry problems if advice on interpretation of regulations or standards is required and to undertake associated liaison tasks.

Job Examples

[To be developed]

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SENIOR OFFICER STRUCTURE

GENERIC DESCRIPTIONS

INTRODUCTION

This document contains Position Classification Descriptions for the employment groups covered by the Senior Officer Structure in the ACT Public Service. The Descriptions consist of: role and work level definitions, application of defined classification factors; and position examples.

DEFINITION OF STRUCTURE

The Senior Office Structure comprises the upper levels of professional, administrative and technical officer classifications, which represent the Middle management tier of the ACT Public Service. This tier is encompassed within four classification groups:

Senior Officer Grades C, B and A: see Section 1;

Senior Professional Officer Grades C, B and A: see Section 2;

Senior Officer (Technical) Grades C and B: see Section 3;

Senior Officer (Information Technology) Grades C, B and A: see Section 4.

Individuals at these levels carry a high degree of personal accountability. They would be expected to possess, in varying degrees, the following skills and attributes:

- management skills including, in particular, an ability to effectively plan, develop and utilise human and financial resources to achieve objectives;
- the ability to make a significant contribution to the development and implementation of policy;
- well developed communication skills and a capacity to represent the agency in liaison and negotiation on contentious issues;
- an ability to make independent professional judgement and exercise discretion on issues;
- analytical and conceptual skills;
- a high level of professional or “technical” knowledge of the work area and an understanding of related fields and the policy context; and
- relevant experience and/or qualifications.

Also in varying degrees, each of the Grades encompasses individuals with practitioner, manager and specialist duties and responsibilities.

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GENERIC WORK LEVEL DESCRIPTIONS

The following are generic descriptions of work encompassed within each Senior Officer Grade. Each grade represents a range of work value.

Grade C: Generic Work Level Description

Positions classified as Grade C typically have duties and responsibilities which align with the role of senior practitioner, manager or specialist. They undertake a variety of tasks of a complex or specific nature, which may be undertaken either individually or as a leader or member of a team. Direction is provided in terms of a clear statement of overall objectives. The work is usually performed under limited direction as to how results should be achieved. The work includes the formulation of “technical” or policy advice for senior management and may involve provision of advice to senior executives in industry.

Staff in positions at this level would be expected to have wide experience in a field related to the operations of the work area. Specialist positions would require substantial or higher knowledge in a particular professional or “technical” field and the exercise of independent professional judgement in the resolution of complex problems or issues.

Grade B: Generic Work Level Description

Positions classified as Grade B typically are managers or specialists. They work under broad direction in terms of objectives, policies and priorities. Programs, projects, assignments or other work to be performed are generally decided by higher level management but they would have authority to decide on how to achieve end results within limits of available resources.

Positions with a predominately management role in this Grade direct and control an organisational element involving a variety of functions or activities requiring considerable co-ordination. These managers would have responsibility and accountability for the human and financial resources under their control. The management role may require “professional” leadership and direction over subordinate staff including supervisors. This would involve, for example, setting standards for and evaluating performance; interpreting policy relevant to the work area; and may involve resolving more complex “technical” problems.

In positions with a predominately specialist role at this level, staff exercise a high degree of independent professional judgement in the resolution of complex problems or issues. They are required to provide authoritative “technical” or policy advice which draws on comprehensive or in-depth knowledge of a professional or “technical” field. The analyses, designs and interpretation of results of research or investigations represent authoritative and final professional conclusions.

Positions within this Grade directly contribute to the formulations of agency policies for the work area. They would require an understanding of the wider policy and strategic context. “Technical” or professional advice generally has important consequences beyond the immediate work area. Decisions would have direct consequences on the achievement of results for the function or group of activities for which the person is responsible. The great majority of existing SOG B etc positions would be expected to

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be at this Grade both overall and in any individual organisation.

Grade A: Generic Work Level Description

Positions placed in this Grade are characterised by:

- the management of a major function or work area involving a considerable variety of activities, extensive co-ordination, and unusually significant responsibilities for human/financial resources;
- co-ordination of projects involving unusually large numbers of professional staff and accountability for associated human and financial resources;
- responsibility for initiating, planning and conducting research projects of considerable breadth which contribute significantly to the development of agency or government policy or are highly complex in terms of problem definition and methodology;
- for specialists there is a requirement for a high degree of originality and analytical and conceptual skills in the resolution of particularly complex “technical” or policy issues. The work requires expert knowledge in a professional or “technical” field and in most cases a comprehensive knowledge of relevant legislation and policies. In some circumstances, specialist would also have a management and/or co-ordination role. The work requires constant adaptation of existing principles to new and unusual problems and involves frequent changes in policy, program or technological requirements.

The number of positions at this Grade would be expected to be small relative to Grade B in any organisation.

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WORK LEVEL DESCRIPTION

SENIOR PROFESSIONAL OFFICER GRADE C

Definition

Under broad policy control and direction is a senior Professional Practitioner who performs novel, complex or critical professional work, or performs a limited range of the duties of Professional Manager or Professional Specialist with general professional guidance.

Features

Persons at this level are expected to have wide experience in their professional field. They perform a variety of tasks of a novel, complex or critical nature, either individually or as a leader or member of a team. Direction is provided in terms of a clear statement of overall objectives with limited direction as to work priorities.

The work includes the formulation of professional or policy advice for senior management and may involve provision of such advice to senior executives in other agencies, the private sector and the wider community. Normally there is limited *corporate impact* at this level as technical advice is often reviewed by higher authority.

In some circumstances persons perform the role of team/project leader requiring the co-ordination of the work of a number of professionals and/or other staff. The staff co-ordinated need not necessarily be in the same discipline as the leader. Persons at this level may oversee the operations of a section comprising professional and/or technical staff engaged in field, laboratory, clinical, production, construction or communication work.

At this level the professional may hold supervisory or management responsibilities, but for a small number of professional officers only.

Where a professional at this level works as a member of a team he/she should have skills and the experience necessary to perform all the tasks undertaken by the team or to have knowledge and professional judgement to seek and utilise specialist advice when it is required.

Staff may provide an advisory role up to the level of expertise.

Specialists require substantial or higher knowledge in a particular professional field and the exercise of independent *professional judgement* to resolve complex problems or issues.

Position Examples

To be developed

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WORK LEVEL DESCRIPTION

SENIOR PROFESSIONAL OFFICER GRADE B

Definition

Under broad policy control and direction is:

- a senior Professional Practitioner; or
- a Professional Manager; or
- a Professional Specialist.

Features

Persons at this level are expected to have extensive experience in their professional field and to perform a range of tasks in the absence of general professional guidance.

They work under broad direction in terms of objectives, policies and priorities. Their work has moderate corporate impact. Programs, projects, assignments or other work to be performed are generally decided by higher level management but they have authority to decide on how to achieve end results within limits of available resources. Decisions at this level have direct consequences on the achievement of results for the function or group of activities for which the person is responsible.

Persons at this level contribute directly to the formulation of agency policies for the work area. They require an understanding of the wider policy and strategic context. Technical or professional advice generally has consequences beyond the immediate work area and is normally only reviewed for policy and general approach.

A senior Professional Practitioner at this level operates in the absence of general professional guidance and is expected to apply significant professional knowledge and professional judgement in one or more professional disciplines or fields in relation to more novel, complex and critical work. The Senior Professional Practitioner need not necessarily be supported by other professionals.

A Professional Manager at this level leads and directs an organisational element or team of professionals and other staff requiring considerable co-ordination, and is responsible for human, physical and financial resources under the control of the position.

The unit or teams may comprise professional and other staff engaged in field, laboratory, clinical production, construction or communication work. The management role may require professional leadership and direction over subordinate staff including supervisors. This involves setting standards for and evaluating performance, interpreting policy relevant to the work area; and may involve resolving more complex "technical" or professional problems.

Professional Specialists at this level exercise a high degree of independent

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professional judgement in the resolution of more novel, complex and critical problems or issues. They are required to provide authoritative technical or policy advice which draws on in-depth knowledge in a professional or technical field or discipline. Analysis, design and interpretation of results of research or investigations represent authoritative and final professional conclusions. An original continuing contribution to the knowledge in the relevant discipline(s) or field(s) and the application of that advance in knowledge to the organisation's work would be expected.

Position Examples

To be developed

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WORK LEVEL DESCRIPTION

SENIOR PROFESSIONAL OFFICER GRADE A

SENIOR PROFESSIONAL OFFICER (ENGINEERING AND RELATED) GRADE A

Definition

Under broad policy control and direction is:

- a senior Professional Practitioner: or
- a Professional Manager; or
- a Professional Specialist.

Classification of a position at the Senior Professional Officer grade A level would require careful judgement in comparison with Senior Professional Officer Grade B positions, particularly as to the level of accountability, complexity, competencies and professional judgement required, to determine whether it carries a level of responsibility clearly beyond Senior Professional Officer Grade B work.

The classification of Senior Professional Officer (Engineering and Related) Grade A is to be used only for positions where the work requires qualifications and experience in one or more of the following occupations - Engineering, Architecture, Naval Architecture, Project Management, Quantity Surveying, Town Planning.

Features

At the Grade A level Professional Officers, within their area of responsibility, exercise a high degree of independence in the determination of overall strategies, priorities, work standards and the allocation of resources. Judgements made at this level form the basis of advice to senior levels within a department and are often critical to the achievement of overall objectives of a departmental program or organisational unit. Work is monitored against broad objectives and has a high corporate impact.

A senior Professional Practitioner at this level operates in accordance with broad objectives and is expected to apply unusually significant professional knowledge and professional judgement in one or more disciplines or fields directly relevant to the work areas and in relation to most novel, complex or critical work.

A senior Professional Manager at this level leads, directs and co-ordinates a major function or work area in an agency involving a considerable variety of activities such as a Region or a Departmental activity such as a major project. Relative to other Senior Professional Officer positions, senior Professional Managers at this level have unusually significant responsibility for the human, physical and financial resources under their control, and the work may also include extensive co-ordination of projects involving unusually large numbers of professional and other staff engaged in field, laboratory, clinical, production, construction or communication work. They direct professional and technical staff working in different fields.

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Persons at this level may also be responsible for initiating, planning and conducting research projects of considerable breadth which contribute significantly to the development of agency or government policy or are highly complex in terms of problems - definition and methodology.

A senior Professional Specialist at this level is expected to have a depth of knowledge in his/her discipline or field of significance to the department concerned. Persons at this level often have a national reputation. There is a requirement for a high degree of originality and analytical and conceptual skills in the resolution of particularly complex "technical" or policy issues. The work requires expert knowledge in a professional or technical field or range of fields and in most cases a comprehensive knowledge of relevant legislation and policies. In some circumstances, specialists also have a management and/or co-ordination role. The work requires constant adaptation of existing principles to new and unusual problems and involves frequent changes in policy, program or technological requirements.

Position Examples

To be developed

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ATTACHMENT A

CLASSIFICATIONS/OCCUPATIONS

The superseded classifications included in the Professional Officer structures are as follows:

Professional Officer Classes 1 and 2

| | |
|---------------------------------------|--------------------------------|
| Architect | Classes 1 and 2 |
| Area Manager | Class 1 |
| Audiologist | Classes 1 and 2 |
| Conservator | Asst, 1 and 2 |
| Counsellor | Classes 1 and 2 |
| Curator | Asst 1-2 and Curator 1 |
| Engineer | Classes 1 and 2 |
| Experimental Officer | Classes 1 and 2 |
| Health Surveyor | Surveyor and Senior |
| Interior Designer | Classes 1 and 2 |
| landscape Architect | Classes 1 and 2 |
| Librarian | Classes 1 and 2 |
| Marine Surveyor | |
| Medical Record Officer | Grades 1 - 4 |
| Naval Architect | Classes 1 and 2 |
| Podiatrist/Chiropracist | |
| Psychologist | Classes 1 and 2 |
| Quantity Surveyor | Classes 1 and 2 |
| Remedial Physical Training Instructor | RPTI and Senior Grades 1 and 2 |
| Science | 1 and 2 |
| Agricultural Scientist | |
| Agronomist | |
| Aboriculturist | |
| Bacteriologist | |
| Biochemist | |
| Biological Scientist | |
| Biologist | |
| Botanist | |
| Chemist | |
| Dietician | |
| Entomologist | |
| Food Technologist | |
| Forestry Scientist | |
| Fuel Technologist | |
| Geochemist | |
| Geologist | |
| Geophysicist | |
| Geoscientist | |
| Glaciologist | |
| Haematologist | |
| Histopathologist | |
| Horticulturalist | |
| Hydrogeologist | |

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| PART D: SCHEDULES AND APPENDICES STRUCTURES AND CLASSIFICATION STANDARDS |
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| Hydrologist | |
| Immunologist | |
| Materials Scientist | |
| Medical Laboratory Technologist | |
| Medical Radiations Technologist (Radiographer) ACTC&HS | |
| Metallurgist | |
| Meteorologist | |
| Metrologist | |
| Microbiologist | |
| Mineral Economist | |
| Mycologist | |
| Nutritionist | |
| Occupational Therapist | |
| Oceanographer | |
| Parasitologist | |
| Petroleum Technologist | |
| Pharmacist | |
| Pharmacologist | |
| Physical Scientist | |
| Physicist | |
| Physiologist | |
| Physiotherapist | |
| Plant Nematologist | |
| Plant Pathologist | |
| Serologist | |
| Speech Pathologist | |
| Textile Technologist | |
| Toxicologist | |
| Virologist | |
| Wool Technologist | |
| Social Worker | Classes 1 and 2 |
| Surveyor | Class 1 |
| Town Planner | Classes 1 and 2 |

Senior Professional Officer Grades C, B and A

| | |
|-------------------------------|---------------------------------|
| Architect | Classes 3 - 5 |
| Area Manager | Classes 2 and 3 |
| Audiologist | Classes 3 - 5 |
| Conservator | 3 and 4 |
| Construction Manager | |
| Counsellor | Classes 3 and 4 |
| Curator | 2 |
| Defence Food Science Advisor | |
| Design Manager | Classes 1 - 3 |
| Director Selection Techniques | |
| Engineer | Classes 3 - 5 |
| Examiner of Patents | Senior, Supervising, Asst, Comm |
| Experimental Officer | Classes 3 - 5 |
| Health Surveyor | Chief |
| Interior Designer | Class 3 |
| Land Surveyor | Classes 2 - 4 |

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| PART D: SCHEDULES AND APPENDICES STRUCTURES AND CLASSIFICATION STANDARDS |
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Schedule 3 - Professional Officers

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| Landscape Architect | Classes 3 - 5 |
| Librarian | Classes 3 - 5 |
| Marine Education Officer | Grades 1 and 2 |
| Marine Surveyor Chief | Senior, Principal, Snr Principal, |
| Medical Record Officer | Grade 5 |
| Naval Architect | Classes 3 - 5 |
| Professional Director | Classes 1 and 2 |
| Project Manager | Classes 1 - 3 |
| Psychologist | Classes 3 and 4 |
| Quantity Surveyor | Classes 3 - 5 |
| Science | 3 - 5 |
| Agricultural Scientist | |
| Agronomist | |
| Aboriculturist | |
| Bacteriologist | |
| Biochemist | |
| Biological Scientist | |
| Biologist | |
| Botanist | |
| Chemist | |
| Dietician | |
| Entomologist | |
| Food Technologist | |
| Forestry Scientist | |
| Fuel Technologist | |
| Geochemist | |
| Geologist | |
| Geophysicist | |
| Geoscientist | |
| Glaciologist | |
| Haematologist | |
| Histopathologist | |
| Horticulturalist | |
| Hydrogeologist | |
| Hydrologist | |
| Immunologist | |
| Materials Scientist | |
| Medical Laboratory Technologist | |
| Medical Radiations Technologist (Radiographer) ACTC&HS | |
| Metallurgist | |
| Meteorologist | |
| Metrologist | |
| Microbiologist | |
| Mineral Economist | |
| Mycologist | |
| Nutritionist | |
| Occupational Therapist | |
| Oceanographer | |
| Parasitologist | |
| Petroleum Technologist | |
| Pharmacist | |

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| PART D: SCHEDULES AND APPENDICES STRUCTURES AND CLASSIFICATION STANDARDS |
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| Pharmacologist | |
| Physical Scientist | |
| Physicist | |
| Physiologist | |
| Physiotherapist | |
| Plant Nematologist | |
| Plant Pathologist | |
| Serologist | |
| Speech Pathologist | |
| Textile Technologist | |
| Toxicologist | |
| Virologist | |
| Wool Technologist | |
| Social Worker | Classes 3 - 5 |
| Superintendent - Defence | |
| Surveyor | Classes 2 - 4 |
| Town Planner | Classes 3 - 5 |

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