

Attachment 1

ACTPS Classification Review

Summary of Requirements



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SUMMARY OF REQUIREMENTS

The following table outlines the requirements set out in *GS0007467 – RFT Attachment 1 – Statement of Requirements for ACT Public Service Classification Review*, and where these requirements have been addressed in the *ACTPS Classification Review Report* and accompanying attachments.

	REQUIREMENTS	HOW THE REQUIREMENT HAS BEEN ADDRESSED
Workstream 1: Comparative work value	Collate and evaluate remuneration data for relevant market comparators/benchmarks within the ACT and in other jurisdictions.	A summary of the methodology and data sources used for the market comparison is provided in Section 4.3 of the main report. The outcomes of the market comparison are provided in the Comparative Work Value Summary reports for each priority group – see Attachments 3-9 .
	Identify historical changes in the work and work requirements and evaluate their impact on Work Value for Territory specified classifications.	A work value assessment exercise was undertaken for classifications within each of the priority groups to determine changes work requirements and impact on work value. The outcomes of the work value assessment exercise are provided in the Comparative Work Value Summary reports for each priority group – see Attachments 3-9 .
	Evaluate available Position Description documentation.	Position descriptions were a key source of evidence used in the comparative work assessment exercise. The methodology for this is described in Section 4.3 of the main report. A list of all the position descriptions evaluated as part of this review are provided in Attachment 10 .
	Evaluate available Work Level Standard documentation.	Work level standard document was a source of evidence used in the comparative work assessment exercise. A list of the available work level standards evaluated as part of this review are provided in Attachment 10 .
	Analyse the use of Attraction and Retention payments.	The use of Attraction and Retention payments was considered as part of the market comparison exercise. Where relevant, reference has been made to these in the Comparative Work Value Summary reports for each priority group – see Attachments 3-9 .
	Undertake independent research, a desktop analysis, interviews and/or surveys of relevant Directorate staff and evaluation of Territory documents.	The research approach included reliance on a range of evidence including documentation and engagement with relevant Directorate staff. The research approach for the Comparative Work Value exercise is described in Section 4.3 of the main report. A list of the resources evaluated as part of the desktop review and research is provided in Attachment 10 .
	Additional outcomes/outputs (not specified in the requirements)	A work value assessment model and tool that can be used for role evaluation in the future. This is provided in Attachment 2
Workstream 2: Specified Shared Salary Spines	Analyse a Territory specified list of Shared Salary Spines.	A HR data set with relevant data relating to the specified list of classifications was provided to the research team by the ACTPS Classification Review project team. This data was cleaned, re-coded and structured in order to undertake the requirements of the Shared Salary Spine analysis. A summary of the methodology used to conduct the analysis is described in Section 5.5 of the main report.
	Identify areas, or potential areas, of specialisation.	Using the HR data set, and information gained from the Comparative Work Value analysis, areas of potential specialisation were identified. These are described in Section 5.6 of the main report.

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	Analyse staff mobility (i.e. where staff come from or go to).	Using the HR data set, patterns related to staff mobility were identified. These are described in Section 5.6 of the main report.
	Evaluate staff turnover and retention.	Using the HR data set, patterns related to staff turnover and retention were identified. These are described in Section 5.6 of the main report.
	Analyse career progression of past and present staff	Using the HR data set, patterns related to career progression of past and present staff were identified. These are described in Section 5.6 of the main report.
	Undertake a desktop analysis, interviews and/or surveys of relevant Directorate staff, evaluation of Territory documents, and independent research.	The research approach included reliance on a range of evidence including documentation and engagement with relevant Directorate staff. The research approach for the Shared Salary Spines analysis is described in Section 5.5 of the main report. A list of the resources evaluated as part of the desktop review and research is provided in Attachment 10 .
	Detail analyses and findings on the extent to which Territory specified Shared Salary Spines facilitate internal staff mobility, career progression, and specialisation, taking into account the outcomes from Workstream 1.	Using the HR data set and outcomes of the Comparative Work Value analysis, an analysis of patterns related to internal staff mobility, career progression and specialisation was conducted. Key findings related to the analysis are described in Sections 5.6 and 5.7 of the main report.
	Identify and recommend best options for structuring the ACTPS workforce based on the information gathered and analysed.	Based on the key findings from the Shared Salary Spines analysis, recommended options for structuring the ACTPS workforce are provided in Section 5.7 of the main report.
Workstream 3: Work Level Standards	Develop work level standards in work value terms for eight Territory Specified ACTPS classifications. The Work Level Standards need to detail: <ul style="list-style-type: none"> • type, scope, variety and complexity of tasks, activities and functions performed • nature and level of supervision and direction received and provided • knowledge, skills, training, and Qualifications/job requirements (consisting of mandatory, highly desirable, and desirable Qualifications). • competency/capability requirements • nature and level of autonomy in decision-making and delegations exercised both financial and staffing, and potential impact of decisions made, and advice provided • responsibilities in respect of representation, collaboration, communication, planning and leadership • internal and external complexities of work requirements and the work environment, such as legislation, policies, guidance/guidelines available and problem solving. 	Work level standards have been developed for Territory Specified ACTPS classifications. The Work Level Standards developed as part of this review are provided in the following Attachments: <ul style="list-style-type: none"> • Attachment 13: Legal Officer – Work Level Standards • Attachment 14: Prosecutor – Work Level Standards • Attachment 15: Technical Officer – Work Level Standards • Attachment 16: Theatre Technician – Work Level Standards • Attachment 17: Information Technology Officer – Work Level Standards • Attachment 18: Park Ranger – Work Level Standards • Attachment 19: Capital Linen Service – Work Level Standards • Attachment 20: Building Service Officer – Work Level Standards • Attachment 21: Horticulture Trades – Work Level Standards
	Evaluate available Position Description documentation and available Work Level Standard documentation.	The development of Work Level Standards required evaluating a range of inputs including documentation and engagement with relevant Directorate staff. The methodology used to develop the Work Level Standards is described in Section 6.3 of the main report.
	Undertake a desktop analysis, interviews and/or surveys of relevant Directorate staff, evaluation of Territory documents, and independent research.	A list of the resources evaluated as part of the desktop review and research is provided in Attachment 10 .

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	<i>Additional outcomes/outputs (not specified in the requirements)</i>	<p>A description of how the Work Level Standards were created and principles for their use in a range of workforce activities is provided in Section 6 of the main report.</p> <p>An ACTPS Guide to Work Level Standards has been developed to support a streamlined approach to the creation of Work Level Standards for ACTPS classification groups. This is provided in Attachment 12.</p>
Workstream 4: Historic Percentage Based Pay Increases	Collate and analyse information on historical - percentage-based pay increases for Territory specified ACTPS classifications under Enterprise Agreements.	<p>Data related to historical percentage-based pay for the specified classifications was collated from a range of sources including current and previous Enterprise Agreements. The methodology used to conduct the historical percentage-based pay analyses is described in Section 7.3 of the main report.</p> <p>A list of the resources evaluated as part of the desktop review and research is provided in Attachment 10.</p>
	Evaluate the magnitude of the increase in pay dispersion by classification.	The data set created for the purposes of the analyses was used to evaluate the increase in pay dispersion by classification. The evaluation results are provided in Section 7.4 of the main report.
	Calculate the total cost of redressing the increase in pay dispersion.	A modelling tool was created to analyse data set to determine the total cost of redressing the increase in pay dispersion. The results of this analysis are discussed in Section 7.4 of the main report and recommendations are discussed in Section 7.5 .
	Undertake a desktop analysis, evaluation of Territory documents, and independent research.	A list of the resources evaluated as part of the desktop review and research is provided in Attachment 10 .
	<i>Additional outcomes/outputs (not specified in the requirements)</i>	<p>A set of considerations and key principles that can be applied when determining a reward strategy for the ACTPS is provided in Section 7.2 of the main report.</p> <p>A workable modelling tool which can be used to apply the costing model to other classification groups. This tool is provided in Attachment 22.</p>