

INFRASTRUCTURE OFFICER

Preamble

The Infrastructure Officer (IO) Classification was introduced to recognise the skills, competencies and expertise required by certain positions in the ACT Public Service in the delivery of infrastructure and associated works/projects.

The IO classification builds on the existing classification framework, with rates of pay extending from the equivalent of Professional Officer 1 to beyond the Senior Professional Officer Grade A (and equivalent) classification.

Scope

The Infrastructure Officer classification applies to roles wholly or predominantly directly engaged in the development, delivery, management, operations and/or maintenance of major/significant infrastructure projects (excluding ICT infrastructure), who are involved in:

- Engineering; or
- Architecture; or
- Project management.

Pre-requisite Qualifications and/or Experience

Positions classified as an Infrastructure Officer require the occupant to:

- hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or
- hold a relevant building degree; or
- have significant building or Infrastructure knowledge and/or project management experience.

Work Levels

Infrastructure Officer– Comparative Table

Factor	Sub-Factor	IO 1	IO 2	IO 3	IO 4	IO 5
1. Expertise	1. Knowledge and Skills	Basic Knowledge	General Knowledge	Detailed Knowledge	Detailed Knowledge	Detailed Knowledge
	2. Breadth	Low	Low - Moderate	Moderate	Moderate	High
	3. Interpersonal Skills	Limited – Moderate	Moderate	Moderate	High	High
2. Judgement						
	1. Job Environment	Low-Moderate	Moderate	Moderate - High	High	High
	2. Reasoning	Low	Moderate	Moderate - High	Moderate - High	High
3. Accountability						
	1. Involvement	Low-Limited	Low- Limited	Moderate	Moderate-High	Moderate - High
	2. Impact	Low-Limited	Limited	Moderate	Moderate - High	High
	3. Independence and Influence	Close - General Direction	General Direction	Limited Direction	Limited Direction	Limited Direction

Translation Table

Previous classification	New classification
PO 1 / ASO 5	Infrastructure Officer 1 (IO 1)
PO 2 / ASO 6	Infrastructure Officer 2 (IO 2)
SPO C / SO C	Infrastructure Officer 3 (IO 3)
SPO B / SO B	Infrastructure Officer 4 (IO 4)
SPO A / SO A	Infrastructure Officer 5 (IO 5)

Work Level Description

1. Infrastructure Officer 1

Factor	Sub-Factor	Level	Description
1. Expertise	1. Knowledge and Skills	Basic Knowledge	<ul style="list-style-type: none"> Work requires a general knowledge and awareness of agency operations, policies and procedures, and a knowledge of major activities within the work area. Work requires a knowledge of guidelines, instructions, procedures and certain provisions of Acts and Regulations relevant to the functions of the position.
	2. Breadth	Low	<ul style="list-style-type: none"> The position is responsible for own work and the effective use of resources associated with the work process.
	3. Interpersonal Skills	Limited-Moderate	<ul style="list-style-type: none"> Work involves interaction / liaison, communication and co-ordination, including with other work / business units or government agencies, stakeholders, clients and suppliers. Work requires the use of tact and discretion in seeking co-operation, requesting information and resolving enquiries.
2. Judgement	1. Job Environment	Low-Moderate	<ul style="list-style-type: none"> Work involves functions of local scope, which may require interaction with other work units or agencies. Problems are limited in scope and vary little over time, and can be resolved by reference to well established or readily determinable and understood principles or procedures. Assistance is available if required when problems arise.
	2. Reasoning	Low	<ul style="list-style-type: none"> Problem solving requires straightforward thinking and reasoning.
3. Accountability	1. Involvement	Low-Limited	<ul style="list-style-type: none"> The position is responsible for own work and the effective use of resources associated with the work process. May have responsibility for the supervision of staff, setting priorities and monitoring work flow to achieve set objectives.
	2. Impact	Low-Limited	<ul style="list-style-type: none"> Any decisions taken or delegations exercised are limited / governed by the application of rules, regulations, guidelines or agency operating instructions or procedures. Decisions taken or delegations exercised may have an impact on agency operations but are of limited management significance.
	3. Independence and Influence	Close-General Direction	<ul style="list-style-type: none"> Defined objectives, priorities and deadlines would be provided, usually from within the same organisational unit. Standard procedures and processes apply to tasks which are routine in nature, with limited discretion to select the appropriate means of completing tasks and very limited responsibility for outcomes. Deviation from procedures or unfamiliar situations are referred. Work is normally subject to progress checks, and the final product or results are usually checked. Conformity with instructions is measured by satisfactory completion of allocated tasks.

Work Level Description

2. Infrastructure Officer 2

Factor	Sub-Factor	Level	Description
1. Expertise	1. Knowledge and Skills	General Knowledge	<ul style="list-style-type: none"> Work requires a sound general knowledge of agency operations, including documented work practices, procedures, guidelines and instructions applicable to the work area. Work requires the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.
	2. Breadth	Low-Moderate	<ul style="list-style-type: none"> The position is responsible for own work and the effective use of resources associated with the work process. The position may be responsible for supervising others.
	3. Interpersonal Skills	Moderate	<ul style="list-style-type: none"> Work involves interaction / liaison, communication and co-ordination, including with other work / business units or government agencies, stakeholders, clients and suppliers. Work requires supervisory, communication, representation and negotiation skills. Required to represent and negotiate on behalf of the organisation within set parameters.
2. Judgement	1. Job Environment	Moderate	<ul style="list-style-type: none"> Work involves functions of local scope, which may require interaction with other work units or agencies. Problems can normally be solved by the application of established principles or procedures, and operational systems, but which may require some / minor adaptation or modification. Solutions can generally be found in precedents, rules, regulations, guidelines, procedures and instructions, but may require some interpretation and application of judgement.
	2. Reasoning	Moderate	<ul style="list-style-type: none"> Work involves the exercise of initiative and judgement in the application of (professional) knowledge and skills, particularly in recognising and solving problems where principles and procedures need to be adapted or modified.
3. Accountability	1. Involvement	Low-Limited	<ul style="list-style-type: none"> The position is responsible for own work and the effective use of resources associated with the work process. May have responsibility for the supervision of staff, setting priorities and monitoring work flow to achieve set objectives.
	2. Impact	Limited	<ul style="list-style-type: none"> Decisions taken or delegations exercised may have an impact on agency operations but are of limited management significance.
	3. Independence and Influence	General Direction	<ul style="list-style-type: none"> Defined objectives, priorities and deadlines would be provided, usually from within the same organisational unit. Their understanding of the work usually enables them to perform their duties with little guidance. Instructions would usually cover only the broader aspects of the work, or where there are unusual situations which do not have clear precedents. May exercise discretion in selecting the appropriate approach and sequence of completing tasks in the absence of established procedures, but guidance is readily available. Performance is checked by assignment completion.

Work Level Description

3. Infrastructure Officer 3

Factor	Sub-Factor	Level	Description
1. Expertise	1. Knowledge and Skills	Detailed Knowledge	<ul style="list-style-type: none"> Work requires the application of detailed / extensive knowledge and understanding, including the exercise of expert specialised professional or technical knowledge, in relation to work activities. Work requires a comprehensive knowledge of relevant legislation, policies and procedures in relation to agency operations.
	2. Breadth	Moderate	<ul style="list-style-type: none"> The position may be responsible for supervising others. The position may hold limited statutory powers within stated limits. The position may hold limited financial and human resource delegations appropriate to the organisational unit within which they work.
	3. Interpersonal Skills	Moderate	<ul style="list-style-type: none"> Work involves interaction / liaison, communication and co-ordination, including with other work / business units or government agencies, stakeholders, clients and suppliers. Work requires supervisory, communication, representation and negotiation skills. Required to represent and negotiate on behalf of the organisation within set parameters.
2. Judgement	1. Job Environment	Moderate-High	<ul style="list-style-type: none"> Work involves programs and projects, which may require frequent and involved interaction with other agencies and the community. Problems can normally be solved by the application of established principles or procedures, and operational systems, but which may require some / minor adaptation or modification. Solutions can generally be found in precedents, rules, regulations, guidelines, procedures and instructions, but may require some interpretation and application of judgement.
	2. Reasoning	Moderate-High	<ul style="list-style-type: none"> Work involves the exercise of initiative and judgement in the application of (professional) knowledge and skills, particularly in recognising and solving problems where principles and procedures need to be adapted or modified. Judgements made form the basis of advice to senior levels within the agency and Ministers, and are often critical to the achievement of the overall objectives of the agency. Takes full responsibility for judgements related to technical matters.
3. Accountability	1. Involvement	Moderate	<ul style="list-style-type: none"> Independently develop, implement, manage and evaluate programs, projects or assignments to achieve required results. Has significant independence of action with accountability and responsibility for outcomes achieved through the use, allocation and monitoring of resources within an organisational element, program, function or activity. May contribute to the development and implementation of policy initiatives or corporate strategies.
	2. Impact	Moderate	<ul style="list-style-type: none"> Decisions taken or delegations exercised may have a major impact on the day to day operations of the work area, however the impact of decisions on agency operations is limited to the work area or function in which the position is located.
	3. Independence and Influence	Limited Direction	<ul style="list-style-type: none"> Defined objectives would be provided, and little guidance is required during the performance of the work. Are competent within their discipline, and exercise initiative and judgement in planning and completing assignments. Some activities are likely to be covered by procedures, but in others reliance is on theoretical and technical knowledge to interpret procedures or choose a course of action within organisational policy. Expected to handle unusual cases or work assignments requiring the exercise of judgement in seeking advice or assistance where there are no documented precedents. Performance is checked by assignment completion and achievement of outcomes against defined objectives.

Work Level Description

4. Infrastructure Officer 4

Factor	Sub-Factor	Level	Description
1. Expertise	1. Knowledge and Skills	Detailed Knowledge	<ul style="list-style-type: none"> Work requires the application of detailed / extensive knowledge and understanding, including the exercise of expert specialised professional or technical knowledge, in relation to work activities. Work requires a comprehensive knowledge of relevant legislation, policies and procedures in relation to agency operations
	2. Breadth	Moderate	<ul style="list-style-type: none"> The position may be responsible for supervising others. The position may hold limited statutory powers within stated limits. The position may hold limited financial and human resource delegations appropriate to the organisational unit within which they work.
	3. Interpersonal Skills	High	<ul style="list-style-type: none"> Work frequently involves high level interaction / liaison, communication and co-ordination including with other business units, government agencies, stakeholders, clients, suppliers and the community. Work requires leadership and management skills, and high level communication, representation and negotiation skills. Required to represent and negotiate on behalf of the organisation, including on significant, complex or contentious matters, often to finality.
2. Judgement	1. Job Environment	High	<ul style="list-style-type: none"> Work involves programs and projects, which may require frequent and involved interaction with other agencies and the community. Problems that are made difficult by their novel nature or by the existence of conflicting principles, the resolution of which require the application of a high degree of originality, analytical and conceptual skills. Performs the more difficult and complex or novel work, requiring a significant degree of creativity, originality and initiative.
	2. Reasoning	Moderate-High	<ul style="list-style-type: none"> Work involves the exercise of initiative and judgement in the application of (professional) knowledge and skills, particularly in recognising and solving problems where principles and procedures need to be adapted or modified. Judgements made form the basis of advice to senior levels within the agency and Ministers, and are often critical to the achievement of the overall objectives of the agency. Takes full responsibility for judgements related to technical matters.
3. Accountability	1. Involvement	Moderate-High	<ul style="list-style-type: none"> Has responsibility for the day-to-day management/administration of significant staffing, financial (budget) and/or physical resources, involving considerable variety of activities requiring extensive co-ordination and integration. Independently develop, implement, manage and evaluate programs, projects or assignments to achieve required results. May contribute to the development and implementation of policy initiatives or corporate strategies.
	2. Impact	Moderate-High	<ul style="list-style-type: none"> Decisions taken or delegations exercised may have a major impact on the day to day operations of the work area, however the impact of decisions on agency operations is limited to the work area or function in which the position is located. Advice and recommendations are authoritative and normally accepted without significant change.
	3. Independence and Influence	Limited Direction	<ul style="list-style-type: none"> Defined objectives would be provided, and little guidance is required during the performance of the work. Are competent within their discipline, and exercise initiative and judgement in planning and completing assignments. Some activities are likely to be covered by procedures, but in others reliance is on theoretical and technical knowledge to interpret procedures or choose a course of action within organisational policy. Expected to handle unusual cases or work assignments requiring the exercise of judgement in seeking advice or assistance where there are no documented precedents. Performance is checked by assignment completion and achievement of outcomes against defined objectives.

Work Level Description

5. Infrastructure Officer 5

Factor	Sub-Factor	Level	Description
1. Expertise	1. Knowledge and Skills	Detailed Knowledge	<ul style="list-style-type: none"> Work requires the application of detailed / extensive knowledge and understanding, including the exercise of expert specialised professional or technical knowledge, in relation to work activities. Work requires a comprehensive knowledge of relevant legislation, policies and procedures in relation to agency operations
	2. Breadth	High	<ul style="list-style-type: none"> The position may be responsible for supervising teams of staff. The position may hold statutory powers with discretion impacting on the interests of clients and stakeholders The position may hold financial and human resource delegations appropriate to the organisational unit they are responsible for.
	3. Interpersonal Skills	High	<ul style="list-style-type: none"> Work frequently involves high level interaction / liaison, communication and co-ordination including with other business units, government agencies, stakeholders, clients, suppliers and the community. Work requires leadership and management skills, and high level communication, representation and negotiation skills. Required to represent and negotiate on behalf of the organisation, including on significant, complex or contentious matters, often to finality.
2. Judgement	1. Job Environment	High	<ul style="list-style-type: none"> Work involves programs and projects, which may require frequent and involved interaction with other agencies and the community. Problems that are made difficult by their novel nature or by the existence of conflicting principles, the resolution of which require the application of a high degree of originality, analytical and conceptual skills. Performs the more difficult and complex or novel work, requiring a significant degree of creativity, originality and initiative.
	2. Reasoning	High	<ul style="list-style-type: none"> Problems dealt with are often novel, and require effective evaluation of options and flexible decision-making. Judgements made form the basis of advice to senior levels within the agency and Ministers, and are often critical to the achievement of the overall objectives of the agency. Takes full responsibility for judgements related to technical matters.
3. Accountability	1. Involvement	Moderate-High	<ul style="list-style-type: none"> Has responsibility for the day-to-day management/administration of significant staffing, financial (budget) and/or physical resources, involving considerable variety of activities requiring extensive co-ordination and integration. Independently develop, implement, manage and evaluate programs, projects or assignments to achieve required results. May contribute to the development and implementation of policy initiatives or corporate strategies.
	2. Impact	High	<ul style="list-style-type: none"> Makes final decisions on issues that may have a direct and significant impact on the day-to-day operations of the work area, elsewhere within the organisation, in other work units across the ACTPS, and in the community; on the outcome of the program or project. Delegations exercised may involve being the final authority in approving the expenditure of funds, undertaking specific action in line with agency policy, or reviewing previous action or decisions in the work area. Advice and recommendations are authoritative and normally accepted without significant change.
	3. Independence and Influence	Limited Direction	<ul style="list-style-type: none"> Defined objectives would be provided, and little guidance is required during the performance of the work. Are competent within their discipline, and exercise initiative and judgement in planning and completing assignments. Some activities are likely to be covered by procedures, but in others reliance is on theoretical and technical knowledge to interpret procedures or choose a course of action within organisational policy. Expected to handle unusual cases or work assignments requiring the exercise of judgement in seeking advice or assistance where there are no documented precedents. Performance is checked by assignment completion and achievement of outcomes against defined objectives.