



ACT
Government

Chief Minister, Treasury and
Economic Development

Distinction between “Capabilities” and “Work Level Standards”

Capabilities

A capability is an underlying characteristic a person brings to their work which results in effective or superior performance on the job. Capabilities can encompass physical, mental and emotional abilities, knowledge, aptitude and behaviours expected at each level within the Directorate.

Capabilities can be used for workforce planning and development, recruitment, succession management, and performance assessment and improvement.

Five core capabilities are identified in the ACTPS Shared Capability Framework, as follows:

Core capability	Descriptor
Service Delivery	Contribute to delivering a high standard of customer and community focused service.
Team Work	Cultivate productive working relationships to achieve individual, team and/or organisational objectives.
Achieves Results with Integrity	Operate within expected limits of behaviour and ethics with attention to important ACT Public Service principles of open and accountable Government.
Thinking and Innovating	Ability to operate in demanding work environments, contribute to improved ways of working and engage with or create ‘new thinking’ at work.
Leadership	Create better futures that improve capability within the organisation and the broader community.

Work Level Standards

Work Level Standards (WLS) describe the work requirements for each classification and the various levels within it according to accepted work value criteria.

Work Level Standards provide the criteria which distinguish between different work levels in an employment group, and a consistent benchmark for classifying jobs.

Three work level factors are identified in the proposed ACTPS Work Level Standards, each comprising a number of sub-factors, as follows:

Work Level Factor	Description
Expertise	Measures the requirements of the position for education, training and work experience, the diversity of individual tasks as well as interpersonal skills.
Judgement	Measures the reasoning components of a job, focusing on job task definition and complexity, the constraints within which problems need to be resolved and other thinking challenges of the position.
Accountability	Measures the nature of the position's authority and involvement in managing the organisation's resources. It includes the influence of the position's advice and accountability for results of decisions made.

Classification

A classification is a formal description attached to a position which identifies that position as belonging to a category which has common characteristics, the same rate or range of pay, and equivalent work value.