

Attachment 12

ACT Public Service

WORK LEVEL STANDARDS GUIDANCE



ACT
Government

INTRODUCTION

WHAT ARE WORK LEVEL STANDARDS?

Work level standards (WLS) describe the distinctive elements of work at each classification level. They are a statement of the broad job requirements and operating context, the typical duties, and the qualifications, skills and experience required of each classification level.

WLS are not supposed to be a comprehensive list of responsibilities and duties for each classification level. Roles will not necessarily involve all of the examples listed in the WLS.

The descriptions of the functions and characteristics consider the wide-ranging nature of work that occurs within the ACTPS. They should be considered as general in nature and will require some interpretation based on the broad job context and conditions within which the functions and characteristics are performed.

The WLS consist of the following three elements:

- 1. Characteristics** contain general statements about the broad job requirements and operating context for each classification level. They are described in *work value* terms, using the four key elements of the ACTPS Work Value Framework:
 - Responsibility and accountability
 - Physical nature of work (where applicable)
 - Cognitive nature of work
 - Social nature of work
- 2. Functions** detail the typical duties and provides examples of the types of tasks and/or functions performed at each classification level.
- 3. Qualifications, skills, and experience** detail the general type and extent of the qualifications, skills and experience expected at each classification level.

HOW ARE WORK LEVEL STANDARDS RELEVANT?

WLS are a tool that can assist in segmenting the workforce, allowing differentiation of remuneration based on the work undertaken in an effective and consistent way.

Generally, WLS are a public sector expectation as they provide transparency in the allocation of public funds. The private sector does use similar models, but the use of them is less common compared to the public sector.

The ACTPS WLS:

- Provide a common language across work areas and Directorates within the ACTPS.
- Support sound decision-making for role design and classifications.
- Help employees understand what is expected of them in their role.

The main uses for WLS include:

- **Role classification** – for example, a new role is being created and the WLS are used to determine what classification the role should be.
- **Role design or re-design** – for example, the operating context a role is working within has changed and the role needs to be re-designed to reflect the changes.

- **Evaluation of work value** – for example, when the requirements of a role have changed they should be assessed using the *ACTPS Work Value Assessment Framework* to determine the most suitable classification level.
- **Developing a position description or job advertisement** – for example, when advertising to recruit for a role, the WLS can be used to describe the key requirements associated with the role.
- **Learning and development** – for example, an employee who wants to progress to a higher classification level can use the WLS to identify the areas where they need to gain more experience.
- **Performance management** – for example, a manager can use the WLS to set performance expectations related to the role and classification level with their team members.

HOW HAVE THE WORK LEVEL STANDARDS BEEN DEVELOPED?

The current WLS have been developed using multiple sources of information to ensure they suitably reflect and are relevant to the operating context within which the classification group is currently operating within. Figure 1 below summarises the various inputs that have been used to develop the WLS.

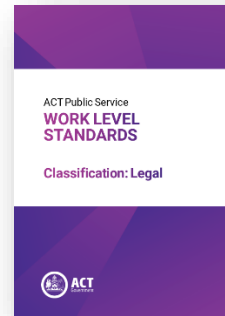
Figure 1: Inputs used to develop the WLS



STRUCTURE OF THE WLS

Each set of WLS include the following components:

1. Summary
2. Characteristics
3. Functions
4. Qualifications, skills, and experience



1. Summary

The *summary section* provides a high-level comparison of each level within the classification group, including:

- A table outlining the differences between each classification level in terms of the ACTPS work value factors (*refer to the ACTPS Work Value Assessment Framework for further details on the Work Value factors*).
- A short explanation of the similarities and/or main differences in the typical functions for each classification level.
- A description of the similarities and/or main differences in the qualifications, skills and experience required for each classification level.

2. Characteristics

The *characteristics section* contains general statements about the broad job requirements and operating context for each classification level. They are described in *work value* terms, using the four key elements of the ACTPS Work Value Framework:

- Responsibility and accountability
- Physical nature of work (where applicable)
- Cognitive nature of work
- Social nature of work

The characteristics are determined by conducting a work value assessment across a sample group of roles and levels that currently exist within the classification group.

3. Functions

The *functions section* details the typical duties and provides examples of the types of tasks and/or functions performed at each classification level.

In some cases, there will be similar duties across each classification level, the differentiation between each level is evident when overlaid with the characteristics of the level.

For example, both a Legal classification 1 and Legal classification 2 are required to draft legislation, however a Legal 2 role would draft more complex or sensitive legislation compare to a Legal 1 role.

4. Qualifications, Skills, and Experience

The *qualifications, skills and experience section* details the general type and extent of the qualifications, skills and experience expected at each classification level.