



Classifications for the:

# Local Government Officers (Western Australia) Award

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## How can we help?

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## Definitions

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- **Airport Officer** shall mean an Officer appointed by the employer whose duties include use of the Reporting Officers Handbook, the care of the employer's Airport facilities and who may also be responsible for the oversight of the use and conduct of the operation of such facilities and associated facilities and installations. Staff supervision may also be a requirement of the position.
- **Community Services Officer (Welfare and ancillary services)** shall mean a person whose role is to encourage, promote or conduct community pursuits and whose aim is the maintenance or improvement of general social and living standards with regard to family support, services, income, welfare, employment, education, health, housing, children, youth, aged and domiciliary services, or who is primarily concerned with the social and living standards in the community and shall include an Assistant Community Services Officer.
- **Community Services Officer (recreation)** shall mean a person whose role is to initiate, coordinate, encourage, promote or conduct recreational activities within a community and shall include an assistant in relation to such functions and recreation centre and swimming pool staff. Provided that this definition does not include a person employed in a clerical capacity, for example Cashier/Receptionist in a Recreation/Aquatic Centre.
- **Community Services Officer (Arts, Theatre and Museum)** shall mean a person whose role is to raise the community's awareness of existing programmes, exhibitions, events, groups and organisations relative to arts and to encourage a positive and continuing interest in the arts within a community.

An Officer may be a Theatre Manager who is responsible for the supervision of Theatre workers and coordination and promotion of activities of the Theatre or a Museum Supervisor who is responsible for the overall supervision, care and maintenance of an employer's Museum.

- **Law Enforcement Officer** shall mean an employee employed to patrol within the geographical confines of a Local Authority for the purpose of watching, protecting or inspecting all property belonging to the Local Authority and/or to enforce one or more of the Authority's By-Laws or any Acts of Parliament which that Authority is empowered to enforce.
- **Supervisory Officer** shall mean an Officer appointed to supervise and control a section (or sections) of the employer's outside work force and may be required to participate in the preparation of budgets and estimates.



### Level 1

#### Characteristics of this level

- This level is an introductory level for employees with no previous experience in the position to be filled.
- At this level, Officers work under close direction and undertake routine activities that require the practical application of basic skills and techniques in a support role.
- General features at this level consist of performing clearly defined activities. Officers' duties at this level will be closely monitored with instruction and assistance always available.
- Freedom to act is limited by standards and procedures.
- Positions at this level will involve Officers in extensive on the job training including familiarisation with the goals and objectives of the work section.
- Age from fifteen to twenty and to include any special circumstances.
- The entry point for adults with minimal skills or knowledge in Local Government or minimal relevant experience will be Level 1 Step 6. Progression to Level 2 for such Officers will be automatic on the completion of twelve months satisfactory service.
- Supervision of other staff is not a feature at this level.

#### Requirements of the job

Some or all of the following skills, knowledge, experience, qualifications and training are needed to perform work at this level:

- developing knowledge of the position policy and practices;
- no formal qualifications required at this level;
- it is desirable that Officers are studying for an appropriate certificate;
- basic numeracy and written and verbal communication skills; and
- at this level, employers are expected to offer substantial on the job training.

#### Responsibilities

To contribute to the operational objectives of the work area a position at this level may include some of the following inputs or those of a similar value:

- undertake routine activities;
- become familiar with established practices and procedures; and
- learn basic interpersonal skills.

#### Organisational relationships

Employees at this level work under direct supervision.

#### Extent of authority

The extent of authority for an employee at this level includes:

- work outcomes are closely monitored;
- freedom to act is limited by work practices relevant to the area, and to specific instructions;
- assistance readily available when problems arise; and
- no scope for interpretation.

## Level 2

### Characteristics of this level

- At this level, Officers work under close direction and undertake routine activities that require the practical application of basic skills and techniques.
- General features at this level consist of performing clearly defined activities with outcomes being readily attainable and clearly defined. Officers' duties at this level will be closely monitored with instruction and assistance being readily available.
- Freedom to act is limited by standards and procedures. However, with experience, Officers at this level may have sufficient freedom to exercise judgement in the planning of their own work within those confines.
- Positions initially at this level will involve Officers in extensive on the job training including familiarisation with the goals and objectives of the work section.
- Officers will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.
- Supervision of other staff is not a feature at this level.

### Requirements of the job

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level:

- developing knowledge of the section/department function and operation;
- adequate knowledge of work practices and policies of the relevant work area;
- basic knowledge of procedures and equipment relevant to the work area;
- basic numeracy, written and verbal communication skills relevant to the work area;
- no formal qualifications required at this level;
- at this level, employers are expected to offer continuing on the job training; and
- it is desirable that Officers are studying for an appropriate certificate or undertaking either internal or external training.

### Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake routine activities of a support nature;
- undertake straightforward operation of equipment relevant to department/section;
- provide routine information to other departments and public;
- apply established practices and procedures; and
- perform general duties.

### Organisational relationships

Employees at this level:

- work under direct supervision.

### Extent of authority

The extent of authority for an employee at this level includes:

- work outcomes are regularly monitored;
- freedom to act is limited by standards and procedures; and
- solutions to problems are found in established procedures and instructions; assistance is readily available.

### Level 3

#### Characteristics of the level

- At this level, Officers work under regular direction within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge.
- General features at this level consist of performing functions that are defined by established routines, methods, standards and procedures with limited scope to exercise initiative in applying work practices and procedures. Assistance will be readily available. Officers may be responsible for a minor function and/or may contribute specific knowledge and/or specific skills to the work of the employer. In addition, Officers may be required to assist Senior Officers with specific projects.
- Officers will be expected to have an understanding of work procedures relevant to their work area and may provide assistance to lower Classified Officers concerning established procedures. In addition Officers at this level may be required to assist in establishing procedures to meet the objectives of a minor function.
- Officers will be responsible for managing time, planning and organising their own work and may be required to oversight and/or guide the work of a limited number of lower Classified Officers.
- Officers at this level could be required to resolve minor work procedural issues in the relevant work area within established constraints.
- Level 3 Step 4 is the appointment level for any graduate with a relevant three year degree who is required to undertake work related to that qualification.

#### Requirements of the job

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level:

- developing skills in oral, written and interpersonal communication with clients and other members of the public;
- knowledge of established work practices and procedures relevant to the work area;
- knowledge of policies, regulations and statutory requirements relating to the work area;
- understanding of clear but complex rules;
- application of techniques relevant to the work area;
- no formal qualifications required; or
- appropriate post-trade certificate relevant to the work area; or
- entry point for three year degree/Associate Diploma/appropriate certificate without experience; or
- will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required; or
- appropriate on the job training and relevant experience.

#### Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgement within clearly established procedures and/or guidelines;
- achieve outcomes that are clearly defined;
- operate general workplace equipment, initiate corrective action at an elementary level;
- operate and be conversant with relevant workplace equipment and utilise the functions of those systems and be proficient in their use;
- provide support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work;
- perform tasks of a sensitive nature including the provision of more than routine information, the receiving and accounting for monies and assistance to client/ratepayers;

- provide para professional support to qualified Officers;
- oversight the work of unqualified staff and/or take charge of a minor function within the Local Government;
- undertake routine inspectorial duties involving the enforcement of general by-laws/regulations, assist Senior Officers with special projects;
- exercise operational responsibility for a single purpose complex;
- perform tasks requiring knowledge of established work practices and procedures relevant to the work area;
- where prime responsibility is to supervise outside employees:
  - plan and coordinate the activities of employees within a single works function of Local Government;
  - supervise the day-to-day operation of a minor works project; and
  - responsible for a minor works project/programme;
- where prime responsibility lies in a technical field:
  - apply established practices and procedures in the conduct of a range of technical activities including the fields of construction, engineering, survey and horticulture; and
  - responsible for a minor project.

### **Organisational relationships**

Employees at this level:

- where relevant, supervise minor works programmes/projects;
- work under regular supervision; and
- oversee and guide a limited number of lower Classified Officers.

### **Extent of authority**

The extent of authority for an employee at this level includes:

- work outcomes are monitored;
- freedom to act within established guidelines; and
- solutions to problems requiring the exercise of limited judgement, with guidance to be found in procedures, precedents, guidelines. Assistance available when problems occur.

## **Level 4**

### **Characteristics of the level**

- At this level Officers work under general direction in the application of procedures, methods and guidelines which are well established. However, graduates initially appointed at this level will be under the direct supervision of a Senior Officer.
- General features of this level involve solving problems of limited difficulty using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from Senior Officers. Officers may receive instruction on the broader aspects of the work. In addition, Officers may provide assistance to lower classified employees.
- Positions at this level allow Officers the scope for exercising initiatives in the application of established work procedures.
- At this level Officers may be required to supervise. Officers with supervisory responsibilities may undertake some complex operational work and may undertake planning and coordination of activities within the work area.
- Officers will be responsible for managing and planning their own work and that of subordinate staff and may be required to deal with formal disciplinary issues within the work area.
- Supervisors should have a basic knowledge of the principles of human resource management and be able to assist subordinate staff with on-the-job training.

- It is desirable that three year degree holders shall progress to this level after the completion of twelve months service at the top of Level 3, after obtaining relevant experience and a satisfactory degree of competence. This is the appointment level for any graduate with a relevant four year degree who is required to undertake work related to that qualification.
- Officers with certificate qualifications relevant to the work area may be promoted to this level once they have obtained the appropriate certificate and have had relevant satisfactory service and undertake work related to the responsibilities under this level.

### **Requirements of the job**

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level:

- thorough knowledge of work activities performed within the work area;
- sound knowledge of procedural/operational methods of the work area;
- may utilise professional, specialised or technical knowledge;
- working knowledge of statutory requirements relevant to the work area;
- ability to apply computing concepts;
- entry level for four year degree in the relevant discipline; or
- entry level for three year degree plus Graduate Diploma in the relevant discipline; or
- Associate Diploma with experience; or
- Three year degree plus one year professional experience in the relevant discipline; or
- appropriate certificate with relevant experience; or
- attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake responsibility for various activities in a specialised area and/or components of the works programme;
- exercise responsibility for a function within the work area;
- assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of the Officer;
- supervise the work of other para professional staff;
- regularly undertake general inspections to enforce compliance with various Acts, Regulations, Local Laws and Policies;
- advise landholders/local authorities/government Officers on eradication/control techniques and measures and inform them of their obligations under the relevant legislation;
- provide advice on requirements for compliance with the relevant Acts, Codes, Regulations, Standards, Local Laws and Council policies. Undertake inspections;
- undertake minor development assessment duties;
- exercise operational responsibility for a multi purpose complex;
- coordinate elementary community service programmes or a single programme at a more complex level;
- plan and coordinate elementary community based projects/programmes;
- perform moderately complex functions including social planning, demographic analysis, survey design and analysis;
- provide support requiring a high degree of judgement, initiative, confidentiality and sensitivity in the performance of work;
- proficient in the operation of equipment to enable modification or correction of and/or the identification of operational problems;

- where prime responsibility lies in a professional field, Officers at this level would undertake at least some of the following:
  - undertake some minor phase of a broad or more complex assignment;
  - provide assistance to Senior Officers; and
  - perform duties of a specialised nature;
- where the prime responsibility is to supervise the work of outside employees, supervision may extend to several elements of the work:
  - plan and coordinate minor works; and
  - exercise responsibility for a number of minor works and determine objectives for the functions under their control;
- where the prime responsibility lies in a technical field, Officers at this level:
  - perform moderately complex functions in various fields including construction, engineering surveying and horticulture; and
  - assist and review work done by subordinate Officers.

### **Organisational relationships**

Employees at this level:

- work under direct supervision at graduate level;
- work under general supervision;
- supervise other employees; and
- operate as a member of a professional team.

### **Extent of authority**

The extent of authority for an employee at this level includes:

- setting outcomes/objectives for specific projects;
- graduates receiving instructions on the broader aspects of the work;
- freedom to act within defined established practices; and
- problem solving by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

## **Level 5**

### **Characteristics of the level**

- At this level, Officers work under general direction in functions that require the application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.
- General features at this level require the application of knowledge and skills which are gained through qualifications and/or previous experience in the discipline. Officers will be expected to contribute knowledge in establishing procedures in the appropriate work related field. In addition Officers at this level may be required to supervise various functions within a work area or activities of a complex nature.
- Positions may involve a range of work functions that could contain a substantial component of supervision or require Officers to provide specialist expertise/advice in their relevant discipline.
- Work at this level requires a sound knowledge of programme, activity, operational policy or service aspects of the work performed within a function or a number of work areas.
- Officers require skills in managing time, setting priorities, planning and organising own work and that of subordinate staff, where supervision is a component of the position, to achieve specific objectives.
- Officers will be expected to set outcomes and further develop work methods where general work procedures are not defined.

### **Requirements of the job**

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level:

- knowledge of statutory requirements relevant to work area;
- knowledge of section procedures, policies and activities;



- sound discipline knowledge gained through previous experience, training or education;
- knowledge of the role of departments within the Local Government and/or service functions;
- specialists require an understanding of the underlying principles in the relevant disciplines;
- relevant four year degree with two years relevant experience or three year degree with three years of relevant experience; or
- Associate Diploma with relevant experience; or
- lesser formal qualifications with substantial years of relevant experience; or
- attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake activities that may require the Officer to exercise judgement and/or contribute critical knowledge and skills where procedures are not clearly defined;
- exercise responsibility for various functions within the work area;
- identification of specific or desired performance outcomes;
- contribute to interpretation and administration of matters for which there are no clearly established procedures;
- provide support of a complex nature to Senior Officers;
- ensure plans, permits, applications comply with appropriate legislation;
- manage a multi purpose complex;
- undertake a wide range of activities associated with programme, activity or service delivery;
- where the prime responsibility lies in a professional field, Officers at this level, would undertake at least some of the following:
  - liaise with other professionals at a technical level;
  - discuss techniques, procedures and/or results with clients on straight forward matters;
  - lead a team within a discipline related project and/or a works programme;
  - provide a reference, research, and/or technical information service including the facility to understand and develop technologically based systems;
  - carry out a variety of activities requiring initiative and judgement in the selection and application of established principles, techniques and methods;
  - perform a range of planning functions exercising knowledge of statutory and legal requirements;
  - assist Senior Officers with the planning and coordination of a community programme of a complex nature; and
  - undertake duties in the relevant disciplines utilising knowledge of procedures and statutory requirements relevant to the work area;
- where the prime responsibility is to supervise the work of outside employees, Officers at this level:
  - exercise responsibility for work groups including the completion of work assignments, standards of work quality and/or compliance with regulations, codes and specifications;
  - assist Senior Officers with the establishment of work programmes of a complex nature; and
  - be responsible for part of the works programme budget;
- where the prime responsibility lies in a technical field, Officers at this level:
  - undertake projects which impact on the sections and/or departments programmes; and
  - carry out a variety of activities in the field of technical operation requiring initiative and judgement in the selection and application of established principles, techniques and methods.

## **Organisational relationships**

Employees at this level:

- work under general direction; and
- supervise subordinate staff/contractors or works in a specialised field.

## **Extent of authority**

The extent of authority for an employee at this level includes:

- a requirement to set outcomes within defined constraints;
- a requirement to provide specialist technical professional advice;
- freedom to act, governed by clear objectives and/or budget constraints; and
- solutions to problems generally being found in precedents, guidelines or instructions. Assistance is usually available.

## **Level 6**

### **Characteristics of the level**

- At this level Officers are subject to general direction from Senior Officers. Officers undertake a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with departmental and/or the employer's goals.
- Officers adhere to established work practices. However, they may be required to exercise initiative and judgement where practices and direction are not clearly defined.
- General features at this level indicate the involvement in establishing sectional/departmental programmes and procedures. Positions will include a range of work functions and may involve the supervision of a section or in the case of small Local Governments a department. Work may span more than one discipline. In addition, Officers at this level may be required to assist in the preparation of or prepare the departmental budget. Officers at this level will be required to provide expert advice to lower Classified Officers.
- Positions at this level demand the application of knowledge that is gained through qualifications and/or previous experience in the discipline. In addition, Officers will be required to set priorities and monitor workflows in their area of responsibility (may include establishing work programmes in small Local Governments).
- Officers are required to set project priorities, plan and organise their own work and that of subordinate staff and establish the most appropriate operational methods for the section/department. In addition, interpersonal skills are required to gain the cooperation of clients and staff.
- Officers responsible for projects and/or functions will be required to establish outcomes to achieve departmental/Local Government goals. Specialists may be required to provide multi disciplinary advice.

### **Requirements of the job**

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level:

- knowledge of departmental programmes, policies and activities;
- sound discipline knowledge gained through experience;
- sound knowledge of the role of the employer's structure and service;
- relevant degree with relevant experience; or
- Associate Diploma with substantial experience; or
- less formal qualifications with specialised skills sufficient to perform at this level; or
- attained through previous appointments, service and/or study, an equivalent level of experience and expertise to undertake the range of activities required.

## Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- responsible for a range of functions within the section and/or department requiring a high level of knowledge and skills;
- undertake responsibility for a moderately complex project;
- undertake a minor phase of a broader or more complex professional assignment;
- assist with the preparation or prepare departmental or section budgets;
- set priorities and monitor workflow in areas of responsibility;
- provide expert advice to lower Classified Officers;
- exercise judgement and initiative where procedures not clearly defined;
- operate as a specialist Officer in the relevant discipline where decisions made and taken rest with the Officer with no reference to a Senior Officer;
- plan, coordinate and administer the operation of a multi-purpose complex including financial management and reporting;
- undertake analysis/design for the development and maintenance of projects and/or undertake programming in specialist areas: may exercise responsibility for a specialised area of the employer's operation; and
- understanding all areas of equipment operation to enable the provision of advice and assistance when non-standard procedures/processes are required;
- undertake publicity assignments within the framework of the employer's publicity and promotions programme. Such assignments would be of limited scope and complexity but would involve the coordination of facets of the total programme including media liaison, design and layout of publications/displays and editing;
- where the prime responsibility lies in a professional field, Officers at this level, would undertake at least some of the following:
  - under general direction undertake tasks of a specialised and/or detailed nature;
  - provide reports on progress of project activities including recommendations;
  - exercise professional judgement within prescribed areas that may include supervision of the function;
  - carry out planning studies for particular projects including aspects of design, formulation of policy, implementation procedures and presentation;
  - exercise a high level of interpersonal skills in dealing with the public and other organisations;
  - plan, develop and operate a community service programme of a moderately complex nature; and
  - exercise responsibilities for various functions within a work area including compliance with regulations, codes and procedures;
- where prime responsibility is to supervise outside employees, Officers at this level:
  - exercise operational responsibility for works programmes;
  - exercise judgement and initiative where procedures not clearly defined; and
  - establish work programmes in small Local Government;
- where prime responsibility lies in a technical field:
  - leads teams on moderately complex technical projects;
  - exercise significant initiative and judgement in the selection and application of established principles, techniques;
  - supervise the work of other staff; and
  - provide reports to management and/or recommendations on technical suitability of equipment procedures, processes and results.

## **Organisational relationships**

Employees at this level:

- work under general direction; and
- supervise other Officers.

## **Extent of authority**

The extent of authority for an employee at this level includes:

- exercising a degree of autonomy;
- controlling projects and/or programmes;
- setting outcomes for subordinates;
- establishing priorities and monitor workflow in areas of responsibility; and
- solutions to problems generally being found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.

## **Level 7**

### **Characteristics of the level**

- At this level, Officers operate under limited direction from Senior Officer(s) and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.
- General features at this level allow Officers the scope to influence the operational activities of the section, department and/or Local Government. Officers at this level will be expected to contribute to the management of the section and/or department, assist/prepare budgets, establish procedures and work practices. In addition, Officers at this level will be required to provide expert advice to lower Classified Officers.
- Positions at this level may be required to have responsibility for decision making in their particular work area and the provision of expert advice. Officers will be required to provide consultation and assistance relevant to the work section and/or department. Officers will be required to set outcomes for the work area for which they are responsible so as to achieve the objectives of the department and/or Local Government.
- Officers may exercise managerial responsibility for a work area, a large work programme, work independently as specialists or may be a Senior member of a single discipline project team, or provide specialist support to a range of programmes/activities.
- Impact of activities undertaken or achievement of stated outcomes/objectives for the work area may identify positions at this level.
- Managing time is essential so outcomes can be achieved. A high level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop and motivate subordinate staff. Understand and implement effective human resource management practices.

### **Requirements of the job**

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level:

- discipline/specialist skills and/or supervision/management abilities exercised within a multi disciplinary or major single function operation;
- discipline knowledge gained through experience, training or education;
- appreciation of the long term goals of the organisation;
- detailed knowledge of programme activities and work practices relevant to the work area;
- knowledge of organisation structures or functions;
- comprehensive knowledge of the employer's policies relevant to the section/department;
- comprehensive knowledge of statutory requirements relevant to the discipline;
- Degree with substantial experience; or
- Associate Diploma with substantial experience; or
- lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.

## **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake significant projects and/or functions involving the use of analytical skills;
- provide advice on matters of complexity within the work area and/or discipline;
- undertake a range of duties within the work area, including problem definition, planning and the exercise of judgement;
- provide advice on policy matters and contribute to their development;
- negotiate on matters of significance within the section and/or department, with other bodies and/or members of the public;
- control and coordinate a work area within budgetary constraints;
- exercise a degree of autonomy, within budgetary constraints, in establishing the operation of the work area;
- undertake duties that involve more than one discipline;
- provide a consultancy service for a range of activities;
- where prime responsibility lies in a professional field an Officer at this level, would undertake at least some of the following:
  - provide support to a range of activities or programmes;
  - control and coordinate projects;
  - contribute to the development of new procedures and methodology;
  - provide expert advice/assistance relevant to the discipline;
  - supervise/manage the operation of a work area;
  - supervise on occasions other professional staff within the discipline; and
  - provide consultancy services for a range of activities;
- where prime responsibility is to supervise outside staff, Officers at this level:
  - control and coordinate the works programme within budgetary constraints;
  - supervise large outside work force and/or contractors; and
  - exercise a degree of autonomy, within budgetary constraints, in establishing works programmes;
- where the prime responsibility is in a technical field, Officers at this level:
  - undertake duties that involve more than one discipline;
  - contribute to the development of new techniques and methodology; and
  - provide a consultancy service for a range of activities.

## **Organisational relationships**

Employees at this level:

- work under limited direction;
- supervise staff; and
- supervise employees and/or contractors.

## **Extent of authority**

The extent of authority for an employee at this level includes:

- possible management of a work area;
- exercising a degree of autonomy (advice available on complex or unusual matters); and
- managing significant projects and/or functions and/or works programmes.

## Level 8

### Characteristics of the level

- At this level, Officers operate under limited direction and exercise managerial responsibility for various functions within the department and/or Local Government or operate as a specialist, a member of a specialised professional team, or independently.
- General features at this level require Officers' involvement in establishing operational procedures which impact on activities undertaken and outcomes achieved by the employer and/or activities undertaken by sections of the community served by the Local Government. Officers will also be required to monitor policies and activities within the work area.
- Officers are involved in the formation/establishment of programmes, the procedures and work practices within the department and will be required to provide assistance to other Officers, sections and/or departments.
- Positions at this level will demand responsibility for decision making and the provision of expert advice to other areas of the Local Government. Officers would be expected to undertake the control and coordination of a section, department and/or significant work area. Officers require a good understanding of the long-term goals of the employer.
- In addition positions at this level may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice.
- The management of staff is normally a feature at this level and Officers are responsible for a significant work area. Officers are required to set outcomes in relation to their section and/or function and may be required to negotiate matters on behalf of the work area.

### Requirements of the job

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level.

- comprehensive knowledge of the employer's policies and procedures;
- application of a high level of discipline knowledge;
- qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience; or
- lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard; or
- a combination of experience, expertise and competence sufficient to perform the duties required at this level.

### Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake managerial or specialised functions under a wide range of conditions to achieve results in line with divisional/corporate goals;
- exercise managerial control, involving the planning, direction, control and evaluation of operations that include providing analysis and interpretation for either a major single discipline or multi discipline operation;
- develop work practices and procedures for various projects;
- establish work area outcomes;
- prepare budget submissions for Senior Officers and/or the employer;
- develop and implement significant operational procedures;
- review operations to determine their effectiveness;
- develop appropriate methodology and apply proven techniques in providing specialised services;

- where prime responsibility lies in a professional Field Officers at this level, would undertake at least some of the following:
  - control and coordinate projects within an organisation in accordance with corporate goals;
  - provide advice on policy matters and contribute to its development;
  - provide a consultancy service to a wide range of clients; and
  - functions may involve complex professional problem solving;
- where prime responsibility is to supervise outside staff, Officers at this level:
  - develop and implement significant works programmes; and
  - review operations to determine their effectiveness;
- where prime responsibility is in a technical field, Officers at this level:
  - develop appropriate methodology and apply proven techniques in providing specialised technical services; and
  - exercise significant levels of initiative in the accomplishment of technical objectives.

### **Organisational relationships**

Employees at this level:

- work under limited direction; and
- normally supervise other employees and establish and monitor work outcomes.

### **Extent of authority**

The extent of authority for an employee at this level includes:

- managing a work area of the Local Government or works programmes;
- exercising significant delegated authority; and
- decisions and actions taken at this level having significant effect on programme/projects/work areas being managed.

## **Level 9**

### **Characteristics of the level**

- At this level, Officers are subject to broad direction from Senior Officers and exercise managerial responsibility for a department/Local Government's relevant activity. In addition, Officers may operate as a Senior specialist providing multi-functional advice to either various departments or directly to the employer.
- General features of this level require the Officers' involvement in the initiation and formulation of extensive projects/programmes that impact on the employer's goals and objectives. Officers are involved in the identification of current and future options and the development of strategies to achieve desired outcomes.
- Additional features include providing financial, specialised, technical and professional and/or administrative advice on policy matters within the department and/or the Local Government.
- In addition Officers will be required to develop and implement techniques, work practices and procedures in all facets of the work area to achieve corporate goals.
- Officers at this level require a high level of proficiency in the application of theoretical or scientific approaches in the search of optimal solutions to new problems and opportunities that may be outside of the original field of specialisation.
- Positions at this level will demand responsibility for decision making within the constraints of divisional/corporate policy and require the Officer to provide advice and support to other areas of the Local Government. Officers at this level will have significant impact upon the employer's policies and programmes and will be required to provide initiative, the ability to formulate, implement, monitor and evaluate projects and/or programmes.
- Positions at this level may be identified by the significant independence of action within the constraints of departmental or corporate policy.

### **Requirements of the job**

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level:

- detailed knowledge of the employer's policy, programmes and the procedures and practices;
- high level of discipline knowledge;
- detailed knowledge of statutory requirements;
- qualifications are generally beyond those normally acquired through a degree course and experience in the field of specialist expertise (could be acquired through further formal qualifications in field of expertise or in management); or
- lesser formal qualifications together with the acquisition of considerable skills and extensive and diverse experience relative to an equivalent standard; or
- a combination of experience, expertise and competence sufficient to perform the duties of the position.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- undertake work of significant scope and/or complexity. Major portion of the work requires initiative;
- undertake duties of innovative, novel and/or critical nature with little or no professional direction;
- undertake functions across a range of administrative, specialist or operational areas which include specific programmes/activities, management of service delivery and the provision of high level advice;
- provide specialist advice on policy matters and contribute to the development/review of policies;
- manage extensive projects/programmes in accordance with departmental/corporate goals. This may require the development, implementation and evaluation of those goals;
- administer complex policy and programme matters;
- offer consultancy service;
- evaluate and develop/revise methodology techniques and/or the application of a high level of analytical skills in the attainment and satisfying of the employer's objectives;
- where the prime responsibility is in a professional Field Officers at this level, would undertake at least some of the following:
  - contribute to the development of operational policy;
  - assess and review the standards and work of other professional personnel/external consultants;
  - initiate and formulate departmental/Local Government programmes;
  - implement the employer's objectives within corporate goals;
  - develop and recommend on-going plans and programmes for department/Local Government; and
  - ensure the outcome of work of significant scope and/or complexity;
- where prime responsibility is in the supervision of outside employees, Officers at this level:
  - establish, control and organise ongoing plans and programmes for department/Local Government; and
  - administer complex policy and works programme matters;
- where prime responsibility lies in the technical field, Officers at this level:
  - conduct technical support programmes and sub-programmes within the framework of the employer's operating programme;
  - offer consultancy service; and
  - demonstrate a capacity for ongoing evaluation and the development/revision of methodology/techniques and/or the application of a high level of analytical skills in the attainment and satisfying of technical objectives.



**Organisational relationships**

Employees at this level work under broad direction.

**Extent of authority**

The extent of authority for an employee at this level includes:

- managing a work area of the Local Government at a higher level of ability;
- authority to implement and initiate change in area of responsibility within organisational goals and constraints;
- exercising control of organisational elements, being accountable for the quality, effectiveness, cost and timeliness of programmes/projects under his/her control;
- solutions to problems requiring analytical approaches and elements of development and creativity within the scope of divisional/corporate policies. Methods, procedures and processes are less well defined and Officers are expected to contribute to their development and adaptation.