Position Analysis

The key objective of this position analysis is to describe the overall purpose of the position. This includes purpose, responsibilities and tasks, as well as level of independence, relationships and challenges.

This analysis will assist to develop a more accurate and comprehensive description of the position, establish internal equity, and determine the classification of a professional staff position.

There are five elements to the Classification Descriptors:

1. **Training Level or Qualifications**: Training is the process of acquiring skills and knowledge through formal education, on the job instruction, or exposure to procedures.
2. **Task Level:** Should provide an explanation of the stated level of qualification, training or experience for the job concerned.
3. **Judgement and Problem Solving:** Judgement is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed. Problem solving is the process of defining or selecting the appropriate course of action where alternative courses of action are available.
4. Level of Supervision and Independence: This dimension covers both the way in which positions are supervised, managed or held accountable, the degree of independence which applies and the role of the position in supervising or managing other staff, contractors, students or clients.

Supervision is distinguished, under this dimension, from line management and management. Supervision refers to providing day to day guidance, assistance and control to staff. It includes on the job training, work allocation and attendance monitoring.

Line management refers to processes of reviewing performance against objectives and/or job requirements, of contributing to local procedures and job design to achieve section objectives, allocating resources within agreed levels and categories and participating in the selection and promotion of staff.

Management adds to line management the setting of longer term priorities and objectives, the shaping of organisational structures and a greater influence over the size and composition of the resources available.

1. Organisational relationships and impact: The level of knowledge and awareness of the organisation, its structure and functions that would be expected of staff at each proposed classification level, the purposes to which that organisational knowledge may be put, the impact which will result and the communicating, co-ordinating and influencing skills which may be required.

Position Purpose

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| Provide a brief snapshot of the main purpose of the position. No more than three to five sentences. |

Key Responsibilities

Complete for each of the Key Responsibilities:

Key Responsibility 1

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| Key Responsibility |
| How is this achieved? |
| What is the outcome? |
| Undertaken solely or jointly with others? |
| What level of supervision is required to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Close supervision | Routine supervision | General direction | Broad direction |
| What level of decision making authority is used to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Follows clear instruction  Applies some flexibility to set own priorities  Able to make some changes to existing work procedures  Has authority to change work area priorities  Authority to change policies and objectives |
| Explain the nature of problems and approach to solutions when undertaking Key Responsibility?  Select the most accurate for the Key Responsibility:  Problems are similar day to day  A range of straight forward solutions is available  A choice of solution from of a range of alternatives  Thoughtful reasoning required, solutions require use of standards  Problems that are resolved by bringing together diverse and sometimes conflicting information  Unstructured situations that require in-depth interpretation, analysis and diagnosis  Unique and complex problems requiring knowledge, experience and intuition to provide a solution. |
| Approximate or average (across the year) percentage of time: |

Key Responsibility 2

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| Key Responsibility |
| How is this achieved? |
| What is the outcome? |
| Undertaken solely or jointly with others? |
| What level of supervision is required to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Close supervision | Routine supervision | General direction | Broad direction |
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| Approximate or average (across the year) percentage of time: |

Key Responsibility 3

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| Key Responsibility |
| How is this achieved? |
| What is the outcome? |
| Undertaken solely or jointly with others? |
| What level of supervision is required to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Close supervision | Routine supervision | General direction | Broad direction |
| What level of decision making authority is used to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Follows clear instruction  Applies some flexibility to set own priorities  Able to make some changes to existing work procedures  Has authority to change work area priorities  Authority to change policies and objectives |
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| Approximate or average (across the year) percentage of time: |

Key Responsibility 4

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| Key Responsibility |
| How is this achieved? |
| What is the outcome? |
| Undertaken solely or jointly with others? |
| What level of supervision is required to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Close supervision | Routine supervision | General direction | Broad direction |
| What level of decision making authority is used to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Follows clear instruction  Applies some flexibility to set own priorities  Able to make some changes to existing work procedures  Has authority to change work area priorities  Authority to change policies and objectives |
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| Approximate or average (across the year) percentage of time: |

Key Responsibility 5

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| Key Responsibility |
| How is this achieved? |
| What is the outcome? |
| Undertaken solely or jointly with others? |
| What level of supervision is required to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Close supervision | Routine supervision | General direction | Broad direction |
| What level of decision making authority is used to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Follows clear instruction  Applies some flexibility to set own priorities  Able to make some changes to existing work procedures  Has authority to change work area priorities  Authority to change policies and objectives |
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| Approximate or average (across the year) percentage of time: |

Key Responsibility 6

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| --- |
| Key Responsibility |
| How is this achieved? |
| What is the outcome? |
| Undertaken solely or jointly with others? |
| What level of supervision is required to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Close supervision | Routine supervision | General direction | Broad direction |
| What level of decision making authority is used to complete the Key Responsibility?  Select the most accurate for the Key Responsibility:  Follows clear instruction  Applies some flexibility to set own priorities  Able to make some changes to existing work procedures  Has authority to change work area priorities  Authority to change policies and objectives |
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| Approximate or average (across the year) percentage of time: |

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Staff Supervision

Positions reporting directly to this position:

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Number of positions ultimately reporting to this position through another supervisor:

If the position supervises staff, list the major activities (2 or 3 only) performed by direct reports.

|  |  |  |
| --- | --- | --- |
| Position | No | Key Accountabilities and major activities |
|  |  |  |
|  |  |  |
|  |  |  |

Key Relationships

Please list the key internal and external working relationships this position has with other roles, excluding the supervisor and direct reports.

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Purpose of contact | Example | Frequency |
|  |  |  | Daily  Weekly  Monthly  Occasionally |
|  |  |  | Daily  Weekly  Monthly  Occasionally |
|  |  |  | Daily  Weekly  Monthly  Occasionally |

Special Work Requirements

List specific work requirements that are inherent to the position. For example holding mandatory registrations or licences.

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Training level or Qualifications

List type of training, general and specialist knowledge required, and to what level.

|  |  |
| --- | --- |
| Training/ Qualifications | Level |
|  |  |
| Experience | Level and examples |
|  |  |
| Knowledge | Level and examples |
|  |  |
| Skills | Level and examples |
|  |  |
| Systems | Level and examples |