STRUCTURE OF THE NEW AWARD

Technical
Determine appropriate chemical dosage for swimming pools.
Operate rescue and resuscitation equipment.
Resuscitate people physically.
Monitor the quality of water and the performance of the treatment plant.
Understand and implement quality control techniques and standards.

Indicative Classifications
- Cleansing Service Supervisor
- Clerk (General Scale)
- Drivers required to possess 5B licence
- Ganger
- Garbage Driver One-man Operation
- Library Assistant
B2 - Meter Reader and Repairer
B2 - Ordinance Inspector
B2 - Park Foreman
- Plant Operators (large excavators, grader operators final finish)
- Saleyard Manager
B2 - Senior Noxious Plants Inspector
- Senior Surveyor’s Assistant
- Senior Tracer
- Senior Beach Inspector
B2 - Sewerage Treatment Works Operator in Charge
B2 - Water Service Operator in Charge
B2 - Works Foreman

- Indicates classification skill level may also be in Level 3
B2 Indicates classification skill level may also be in Band 2

8 Band 2: Administrative/Technical/Trades

General Description
Jobs which require the use of knowledge and skills acquired through the successful completion of trade, technical or administrative qualifications, or possessing suitable experience are included in this band.
Band 2 positions incorporate:

- **Administrative Positions**: providing services across council in a wide range of areas including office administration, personnel, finance and accounting.

- **Technical Positions**: providing technical support services within the main areas of council work, including engineering, health and building, libraries, child care, parks and gardens and speciality functions of water and sewerage, and gas services.

- **Trades Positions**: providing the required trades skills and knowledge to meet service obligations. These include gardening trades, fitters, carpenters, plumbers and mechanics.

A key element of entry into Band 2 is the requirement for a trade certificate or equivalent qualification gained through a TAFE college or other accredited training institution and/or suitable experience. Suitably accredited in-house training and targeted work experience may also be a prerequisite for entry into this band.

The nature of positions is to provide administrative, technical or trades functions or personal application of relevant skills and knowledge and may include supervision, training or co-ordination of staff.

Current titles typical of Band 2 positions are:

- Administration Officer
- Building Trades
- Child Care Aid
- Greenkeeper
- Library Officer
- Motor Mechanic
- Overseer - General
- Parks Supervisor
- Plumber
- Purchasing Officer
- Senior Draftsman
- Technical Officer
- Tradesperson Gardener

### 8.1 Administrative/Technical/Trades Level 1

Entry level rate of pay: $445.90 per week

**Key Entry Points**

- Successful completion of an appropriate apprenticeship or recognised certificate.
- Appointment from external workforce with appropriate certificate level qualifications.
- Promotion from the Operational Band.
Structure of the New Award

Clause 5 - Skill Descriptors
Administrative/Technical/Trades Band Level 1

Authority and accountability: Responsible for the completion of work requiring the application of trades, administrative or technical skills.

Judgement and problem solving: Skills in assessing situations and in determining processes, tools and solutions to problems. Guidance is available.

Specialist knowledge and skills: Positions will have demonstrated competence in a number of key skill areas related to major elements of the job.

Management skills: Positions may require skills in the supervision or co-ordination of small groups.

Interpersonal skills: Communication skills to explain situations or advise others.

Qualifications and experience: Appropriate work-related trade, technical or administrative qualifications or specialist skills training.

Work Characteristics

Employees usually work under general direction within established priorities, either individually or in a team. Employees will be reasonably experienced in the relevant work area with a good knowledge of council operations and a sound knowledge of the major activity or activities performed within the work area.

Employees should hold an appropriate trade certificate or modules of an advanced certificate or associate diploma and should be able to exercise the skills and knowledge of the trade or higher qualification. In addition, an employee will provide trade guidance and assistance as part of a work team; assist in the provision of training as an adjunct to formal apprentice/trainee training; and understand and implement quality control measures.

Skills

Administration
- Prepare legal documentation.
- Prepare correspondence.
- Prepare material to promote the council area.
- Provide secretariat and administrative support including taking of minutes of council and/or committee meetings.

Communication
- Promote the services of the council to the public.
- Interpret in a community and/or sign language.
- Translate into or from community languages.
Construction/Maintenance
Determine construction levels by using a dumpy level.
Maintain, repair and test public address and air conditioning systems.
Test soil.
Repair, overhaul and modify metering and timing systems.
Identify problems and institute repairs and service to equipment.
Maintain, repair and test a variety of pumping and dosing equipment.
Use a range of precision measuring equipment to measure accuracy on construction jobs, eg. electronic distance measurement equipment.

Design
Draw plans to scale.
Prepare maps, diagrams, graphs, etc., from rough drafts and broad instructions regarding layout.
Engage in drafting, routine planning or technical tasks requiring technical skills.
Engage in basic drafting in technical cadastral areas requiring detailed understanding of the subject.
Prepare plans on CAD equipment (Computer Aided Drafting).
Design exhibitions, arrangements and/or informational displays.

Driving and Operation of Machinery
Maintain and operate printing equipment.

Evaluation
Determine the value of vehicles and plant to be auctioned.
Evaluate reports and recommendations.
Collect samples, conduct tests to determine quality of product/materials and maintain records of results.

Finance
Analyse/cost options and benefits.
Compile statements involving a knowledge of accounting principles.

Human Relations
Motivate children to participate in activities.
Resolve conflict between children.

Information Technology
Identify new book collection needs.
Collect, conserve and restore archival and printed material.

Inspectorial/Regulatory
Prepare external correspondence concerning council codes, policies, ordinances, etc.
Investigate and rectify problems of disruption of service for water and sewerage customers.
Managing
  Co-ordinate with other teams.
  Performs work at a technical or trade level subject to regular review.

Marketing
  Organise and promote events, exhibitions, festivals or functions.

Materials Management
  Control a range of inventory control procedures.
  Understand the classification systems for materials and consumables.
  Establish procedures and methods to protect materials against deterioration.

Negotiation
  Negotiate prices/delivery of goods and items with suppliers.

Reasoning/Decision Making
  Compare the relative costs and benefits of buying or using alternate goods and services.

Technical
  Operate a nuclear density gauge.
  Record and update detailed mapping information.
  Assessing compliance of building products with standards.
  Advise on nutritional needs.
  Apply posture and position techniques for medical purposes.
  Assess patients medical condition (basic diagnosis).
  Conduct health education programs.
  Implement procedures for sterilising medical equipment.
  Teach children through modelling demonstration and activities.
  Assess soil composition and compatibility with plant species.
  Identify plant diseases and ailments and determine appropriate treatment.
  Determine soil components and soil improvement techniques in preparation of lawns, garden beds, etc.
  Propagate and germinate plants, trees and shrubs.
  Determine appropriate method of transplanting mature trees and shrubs.
  Determine the types of plants necessary to rehabilitate an area.
  Select plant species and orientation for site design.
  Connect sewer/water services to premises.
  Repair machines/equipment using specialised tools and equipment.
  Determine and apply appropriate methods in plastering and rendering.
  Tile roofs.
  Tile walls/floors.
  Fix and set plasterboard.
  Lay bricks to specifications.
  Assess appropriate quantities and types of paints for jobs.
  Design, mark out and paint signs.
Investigate electrical problems.
Mix paints to match colour.
Spray a range of paint films and finishes.
Dress shape and carve stone surface.
Read electrical circuit diagrams.
Recondition a component to perform to original specifications.
Conduct diagnostic equipment to take readings for the purpose of preventative maintenance on a complex system.
Assess, repair and rebuild bodyworks.
Use precision mechanical testing equipment.
Use complex machinery to rebuild equipment, eg. valve facing, bench lathe, miller and shaper.
Assess, repair or replace electrical components of a vehicle or item of plant.

Indicative Classifications

- Blacksmith
- Boilermaker
- Bricklayer/Brick Paver (trades qualified)
- Bridge Carpenter
- Carpenter and Joiner
- Cemetery and/or Crematorium Manager
- Child Care Aid
- B1 Civic Centre Technician
+ Clerk/Graded
+ Draftsman
+ Engineering Assistant (qualified)
+ Fire Control Officer
  - Fitter
  - Greenkeeper (trades qualified)
  - Library Officer
  - Mason, Setter and Cutter
- B1 Meter Reader Repairer (trades qualified)
- Motor Mechanic
- B1 Noxious Plants Inspector
- B1 + Ordinance Inspector
  - Painter and Signwriter
  - Painter - General
  - Panel Beater
- B1 Park Foreman
- Plant Mechanic
- Plasterer
Plumber
+ Pool Superintendent
  Propagator and Nurseryman (trades qualified)
+ Purchasing Officer
B1 + Senior Noxious Plants Inspector
B1 Sewerage Treatment Works Operator in Charge
  Soil Tester
+ Storekeeper
B1 Water Service Operator in Charge
  Welder
B1 + Works Foreman
+ Indicates classification skills level may also be in Level 2
B1 Indicates classification skills level may also be in Band 1

8.2 Administrative/Technical/Trades Level 2

Entry level rate of pay: $512.50 per week

Key Entry Points

- Promotion from Administrative/Technical/Trades Level 1 having acquired the necessary skills and knowledge.
- Entry from the external workforce with suitable training and experience.
Clause 5 - Skill Descriptors
Administrative/Technical/Trades Band Level 2

Authority and accountability: Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

Judgement and problem solving: Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

Specialist knowledge and skills: Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

Management skills: May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

Interpersonal skills: In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

Qualifications and experience: Thorough working knowledge and experience of all work procedures for the application of technical/trades or administrative skills, based upon suitable certificate or post-certificate-level qualifications.

Work Characteristics

Positions at this level require the application of knowledge usually gained through the completion of a post trade certificate and/or advanced certificate or extensive experience with suitable in-house training. Employees may be required to co-ordinate a range of activities, identify potential or desired outcomes. Positions may have responsibility for the activities of a workgroup/team and would be accountable for monitoring performance against outcomes.

Employees usually operate under general direction or established priorities. The employee would be expected to exercise independent judgement and initiative in assessing tasks or jobs and work practices to accomplish results in accordance with established goals. Where positions at this level have supervisory responsibilities, these would include responsibility for ensuring proper and adequate training of staff within the workgroup/team.

Skills

Administration

Develop and implement filing and classification systems.
Prepare reports and/or business papers.
STRUCTURE OF THE NEW AWARD

Communication
Organise and interpret information in detailed and extended written format setting out key issues and variables.
Communicate the goals and objectives of the department/council to the work unit.

Construction/Maintenance
Use theodolite.
Determine construction levels by using laser.
Identify and institute building maintenance program.
Give technical guidance to employees on construction/maintenance techniques.
Provide reports on works progress and recommend action.
Give technical guidance to employees in respect of the selection of appropriate equipment and materials.

Design
Engage in advanced design work in a technical speciality such as electrical circuits.
Design small projects to maintain aesthetic quality of an area.
Prepare final design maps of agreed layouts.

Driving/Operating Machinery
Development and co-ordination of training in specific plant operations.

Evaluation
Evaluate the performance of materials, machinery and equipment to determine suitability for council.
Evaluate performance under a contract for service.
Evaluate performance against operating plans.

Finance
Compile and control asset registers.

Information Technology
Assist with the installation and servicing of computer network systems.

Inspectorial/Regulatory
Inspect and certify electrical work.
Inspect and certify LPG installations.
Assess the installation of plumbing and drainage and septic tanks for compliance with policy.

Managing
Co-ordinate the activities of a number of teams.
Conduct staff meetings.
Assist in the development of/develop performance indicators.
Prepare operating plans.
Place competing work tasks in order of priority.
**Marketing**
Promote sale of materials and services.

**Materials Management**
Develop and implement procedures for stock control and receipt and issue of stores and equipment.

**Numerical**
Monitor and analyse statistical information.

**Reasoning and Decision Making**
- Analyse and interpret economic data.
- Analyse and interpret demographic data.

**Safety**
Investigate and resolve safety problems/procedures.

**Technical**
- Develop, construct and test prototype devices.
- Test and analyse water or effluent to identify particular constituents.
- Maintain and operate complex systems involving telemetry, programmable logic controllers, control circuitry, calibrating systems.
- Determine faults and then repair complex systems involving hydraulics, pneumatics, electronics and programmable logic controllers.

**Indicative Classifications**

- Assistant Civic Centre Manager
- Cemetery and/or Crematorium Manager
- Chief Weeds Officer
- Civic Centre Manager
- Clerk/Graded
- Draftsman
- Engineering Assistant (qualified)
- Fire Control Officer
- Industry Promotions Officer
- Ordinance Inspector
- Overseer
- Parks Supervisor
- Plant Foreman
- Plant Superintendent
- Plumbing and Drainage Inspector
- Pool Superintendent
- Public Relations/Publicity Officer
- Purchasing Officer
- Senior Draftsman
8.3 Administrative/Technical/Trades Level 3

Entry level rate of pay: $615.00 per week

Key Entry Points

- Promotion from Administrative/Technical/Trades Level 2 having acquired the necessary skills and knowledge.
- Entry from external workforce with suitable training and experience.

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<tr>
<th>Clause 5 - Skill Descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Technical/Trades Band Level 3</td>
</tr>
</tbody>
</table>

Authority and accountability: May be responsible to provide a specialised/technical service and to complete work which has some elements of complexity. Make recommendations within council and represent council to the public or other organisations.

Judgement and problem solving: Problem solving and judgements are made where there is a lack of definition requiring analysis of a number of options. Typical judgements may require variation of work priorities and approaches.

Specialist knowledge and skills: Positions have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Management skills: May supervise groups of operational and/or other administrative/trades/technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring and co-ordination to achieve specific outputs.

Interpersonal skills: Skills to communicate with subordinate staff and the public and/or negotiation/persuasive skills to resolve disputes with staff or the public.

Qualifications and experience: An advanced certificate, associate diploma, appropriate in-house training or equivalent combined with extensive experience in the application of skills in the most complex areas of the job.
Work Characteristics

Level 3 positions require the application of the highest level of training within administrative/technical/trades positions. Positions at this level are characterised by possession of skills obtained through an advanced certificate and experience (either inside or outside Local Government) within a relevant specialist area. Positions at this level may have a supervisory role over other administrative/technical/trades staff or operational personnel. This will involve the application of job specific skills, as well as the management/supervision of staff.

Work at this level requires a sound knowledge of program, activity, policy or service aspects of the work performed in a number of work areas.

Employees working at this level would be expected to demonstrate their sound multi-skilled or specialised skills base in positions demanding the exercise of independence and/or authority. Employees here may be required to co-ordinate a range of activities, identify potential or desired outcomes; contribute critical skills and knowledge.

Employees use judgement and initiative in studying, analysing and interpreting information with the aim of reaching conclusions and decisions.

Where positions at this level have supervisory responsibilities, these would include the development of appropriate training programs related to group development in the functional area. Sound liaison and communication skills and the capacity to negotiate may be required.

Work at this level requires a good general knowledge of the council’s operations, combined with a specialist knowledge of major activities within the work area.

Skills

Administration
- Prepare contract and tender specifications.

Communication
- Train staff in group sessions.
- Explain purpose of information gathering.
- Speak publicly on behalf of the council.

Construction and Maintenance
- Resolve routine technical problems of construction/maintenance without reference to higher authority.
- Develop preventative maintenance procedures.

Design
- Investigate and develop programs for the control or recycling of waste.
- Survey area for purpose of designing the construction or maintenance of a structure.
- Devise, develop and use training aids and resources.
- Research and develop new programs.
- Design and develop advertising/promotional material.
Evaluation
Evaluate the alternative methods of waste disposal.
Evaluate new technologies for the workplace.
Evaluate and rectify hardware and software computer problems.
Prepare and evaluate tenders and contract documents.
Investigate public liability claims.

Finance
Rectify differences between expenditure outlays and budget.
Prepare submissions for funding of projects.
Allocate cost of risk.
Preparation of cost estimates.
Assess the financial position of projects and programs.

Information Technology
Manipulate programs by using operating system commands.
Design archival system.
Design and prepare software to meet specific requirements.
Write tests and maintain computer programs to meet the application needs of end users of computer systems.
Write programs using generalised software packages.
Identify system faults and provide technical and problem-solving support to system users (clients).
Write instructions (user manuals and standards) for the operation of information systems.

Inspectorial/Regulatory
Ensure compliance with plans and policies.

Managing
Recruit and select staff.
Identify, interpret and address the needs of staff.
Design and implement strategies for introduction of projects and programs.
Review staff performance and ensure that outputs in terms of quality and quantity are achieved.

Reasoning and Decision Making
Analyse and interpret geographic material.
Assess information for decision making/recommendations.

Safety
Develop safety procedures.
Assess information from accidents.

Technical
Analyse the operations of the sewerage system to ensure the system is operating properly.
Analyse flood characteristics and trends.
Assess hydrological data.
Monitor water supply system performance.
Monitor, analyse and manage the demand for water.
Write specification to build equipment.

Indicative Classifications

- Chief Draftsman
- Chief Weeds Officer
- Civic Centre Manager

B3 -
- Clerk/Graded
- Fire Control Officer

B3 -
- Industry Promotions Officer
- Overseer
- Parks Supervisor
- Plant Superintendent

B3 -
- Public Relations/Publicity Officer
- Senior Plumbing and Drainage Inspector
- Senior Engineering Assistant
- Senior Draftsman
- Tourist/Information Officer

- Indicates classification skills level may also be in Level 2

B3 Indicates classification skills level may also be in Band 3

9 Band 3: Professional/Specialist

General Description

Professional/Specialist staff are defined as employees who provide specialist services to council and require a professional qualification. They have specialist training which, above the band entry level is supplemented by experience either within or outside Local Government.

Community services, engineering, human resources, health and building and town planning are examples of key business areas which currently require professional/specialist expertise in the planning, development and implementation of council services/policies. Key elements of such positions relate to the ability to solve complex problems, integrate information in the development of policies, take accountability for decisions and exercise delegated authority.

A position in Band 3 is most likely to require a tertiary qualification at either degree or diploma level. Attainment of post-graduate qualifications would facilitate progression within the band.
STRUCTURE OF THE NEW AWARD

The Professional/Specialist Band will include both positions which have a staff role in the provision of advice or services, and those which manage units or functions within the council (eg. child care centre, engineering services) requiring management skills in directing and controlling projects/groups.

Current titles typical of Band 3 positions are:

- Child Development Officer
- Community Worker
- Director Child Care
- Engineer
- Health Surveyor
- Librarian
- Personnel/Industrial Officer
- Registered Surveyor
- Valuer

9.1 Professional/Specialist Level 1

Entry level rate of pay: $512.50 per week

Key Entry Points

- Promotion from Administrative/Technical/Trades Band having completed the training required of that band.
- Recruited from the external workforce with suitable professional qualifications or the equivalent in training and experience.
- Directly from a tertiary institution with appropriate degree or diploma qualifications.
- Trainees from Band 1 on completion of training.
Clause 5 - Skill Descriptors
Professional/Specialist Band Level 1

Authority and accountability: Provides specialised/technical services to complete assignments or projects in consultation with other professional staff. May work with a team of technical or administrative employees requiring the review and approval of more complex elements of the work performed by others.

Judgement and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from sources within the council, and assistance is usually available from other professional/specialist staff in the work area.

Specialist knowledge and skills: Positions require considerable knowledge in a specific area with a sufficient level of skills and knowledge to resolve issues having elements of complexity that may not be clearly defined.

Management skills: Positions at this entry level to the Professional/Specialist Band are not required to possess management skills.

Interpersonal skills: Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints.

Qualifications and experience: Professional/Specialist positions require professional qualifications to apply theoretical knowledge to practical situations.

Work Characteristics

Employees at this level will have tertiary qualifications or equivalent. Includes positions operating in the professional/specialist fields where the work has elements of complexity and requires the exercise of independent judgement and initiative.

The Professional/Specialist Band will include positions which have a role in the provision of advice or services.

Skills

Administration

Prepare complex reports, lectures, etc., for the purpose of making a case.

Communication

Consult with the community and determine their needs.

Design

Design, implement and evaluate employee training and development programs.
Design and administer employee health monitoring program.
Design learning programs to meet children’s needs.
Design and implement programs for community services.
Design drawings using detailed technical/scientific expertise.
Evaluation
- Determine community profile.
- Appraise aesthetic value of artworks.
- Assess landscape design proposals.
- Assess cultural value of artefacts.
- Evaluate and report on architectural and urban design merit of development proposals.
- Evaluate and report on aesthetic worth and location of trees.
- Interpret legislation, legal documentation and council policies.
- Evaluate and report on provision of community services.
- Interpret technical reports on specifications of contracts.
- Research and assess suitability of child carers.
- Assess impact of development on community.

Finance
- Conduct systems-based audit reviews.
- Supervise and monitor council investments.
- Conduct property valuations.

Human Relations
- Assist and comfort patients by application of nursing skills.
- Train patient in self-care.

Information Technology
- Identify artefact conservation and restoration needs.
- Plan and implement artefact conservation and restoration programs.

Inspectorial/Regulatory
- Assessing development applications plans and specifications against legislation, council codes, etc.
- Inspect and assess buildings and food premises, swimming pools and spas for compliance with regulations.
- Inspect and assess building emergency equipment and services.
- Apply specialised working knowledge of the application of a specific area of law/regulations in council.
- Monitor, measure and sample food, water, noise and air to ensure compliance with standards.

Managing
- Develop risk management strategies.
- Conduct and organise meetings, workshops and seminars.

Marketing
- Design and develop a land release and marketing program.
- Formulate and implement a marketing or advertising strategy.
- Identify tourism and economic development opportunities.
Technical

Investigate traffic problems.
Medicate by injection or oral dosage.
Identify heritage value of buildings and environmental features.
Monitor medical progress of patients.

Indicative Classifications

Assistant Town Planner
Building Surveyor
+ Community Services Staff (degree; social worker; family day care co-ordinator, recreation officer, etc.)
B2 + Graded Clerk (EDP Manager, personnel officer, admin. officer, etc.)
Health Surveyor (graded)
B2 + Industry Promotions Officer
Librarian
+ Professional Engineer
B2 + Public Relations/Publicity Officer
+ Surveyor
+ Teachers
+ Town Planner

+ Indicates classification skill level may also be in Level 2
B2 Indicates classification skill level may also be in Band 2

9.2 Professional/Specialist Level 2

Entry level rate of pay: $615.00 per week

Key Entry Points

- Promotion from Professional/Specialist Level 1 having completed the training required at that level.
- Recruited from the external workforce with suitable professional qualifications or the equivalent gained through training and experience.
Clause 5 - Skill Descriptors
Professional/Specialist Band Level 2

Authority and accountability: Provides a specialised/technical service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).

Judgement and problem solving: Positions require the interpretation of information and development of suitable procedures to achieve agreed outcomes. Problem solving and decision making require analysis of data to reach decisions and/or determine progress.

Specialist knowledge and skills: Experience in the application of technical concepts and practices requiring additional training is required at this level.

Management skills: May manage a number of projects involving people and other resources requiring project control and monitoring as well as motivation and coordination skills.

Interpersonal skills: Interpersonal skills in leading and motivating staff in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.

Qualifications and experience: Positions at this level would have supplemented base level professional qualifications with additional skills training. Considerable practical experience or skills training would be required to effectively control key elements of the job.

Work Characteristics

Professional/Specialist positions classified within Level 2 cover both advisory and project management responsibilities.

At this level there would be staff with accountability for the oversight of particular operational areas or projects where there is a requirement to establish work priorities, supervise subordinate training and development, allocate and schedule work, subcontract work, negotiate with equipment suppliers, write technical reports, provide advice on improved methods/systems of work performance and implement agreed operational programs.

Decisions taken or delegations exercised at this level may have a major impact on the day-to-day operations. The impact, however, is likely to be confined to the work area or function. Delegations may be exercised and may, depending on the role and function of the position, involve making decisions, instigating alternate courses of action or reviewing previous decisions.

Supervisory responsibilities may be an important function of a position at this level, but this can vary widely depending on factors such as work area, location, priorities, workload, operational deadlines and the availability of staff resources to assist.
At this level, complex work is undertaken with limited direction as to work priorities and the detailed conduct of the task. Positions may have independence of action including the use and allocation of resources within the constraints laid down by senior management. Where budgets are an accountability of the position, independence in acting within that budget is permitted.

**Skills**

**Administration**
- Recommend land development needs and pricing policies.

**Communication**
- Brief persons external to the council.

**Design**
- Design projects such as roadworks, aerodromes, drainage, subdivisions, sporting fields, bridges, wharves, culverts and buildings, etc.
- Recommend the development of appropriate waste disposal facilities.

**Evaluation**
- Analyse technical/specialist information relative to environmental health, building and development proposals.
- Undertake job evaluation and analysis.
- Assess and interpret environmental impact studies.
- Evaluate progress against agreed objectives.
- Assess opportunities to promote products which can be marketed by council.

**Finance**
- Analyse detailed financial reports.
- Identify opportunities to optimise revenue.
- Forecast and analyse financial data.
- Apply financial program management techniques.

**Human Relations**
- Counsel staff.
- Conduct formal selection interviews and interviews associated with performance feedback, discipline.
- Facilitate a participative decision-making process and participate in decision making on issues relating to work area.

**Information Technology**
- Design, implement and monitor management and information systems.
- Analyse and identify and provide recommendations on the organisation’s computer needs.
- Develop systems strategies.
- Develop and maintain support facilities for the development/enhancement of computer system.
STRUCTURE OF THE NEW AWARD

Inspectorial/Regulatory
   Approve building works.

Managing
   Undertake job design and job redesign.
   Determine organisational training needs.
   Develop policy areas for council.
   Review councils operations/structure and recommend changes.
   Develop renewal and replacement strategies.
   Analyse council activities and workload and recommend staffing level distribution in accordance with objectives and priorities.
   Assist with detailed planning in specified areas of a project or work area.
   Develop new work organisation environments, eg. group work arrangements, work techniques, new systems of work, etc.

Marketing
   Liaise with people external to the organisation to develop and promote the council area.

Negotiation
   Negotiate agreements with people external to council.
   Negotiate agreements with staff.
   Negotiate on points of dispute over council procedure and policies.

Reasoning and Decision Making
   Assess political implications of situations.

Safety
   Ensure optimum safety standards are implemented and adhered to across the organisation.

Technical
   Formulate flood mitigation strategies.
   Appraise development potential of land.

Indicative Classifications

+ Accountant
  Branch/Specialist Librarian
- Building Surveyor
+ Chief Clerk
+ Child Care Centre Director
- Community Services Staff (social worker, family day care co-ordinator, recreation officer etc.)
+ Deputy Chief Librarian
District Health Surveyor
- + Graded Clerk (EDP manager, personnel officer, administration officer etc.)
- Industry Promotions Officer
- Professional Engineer
9.3 Professional/Specialist Level 3

Entry level rate of pay: $717.50 per week

Key Entry Points

- Promotion from Professional/Specialist Level 2 having successfully completed the training required at that level.

- Recruited from the external workforce with suitable professional qualifications or the equivalent gained through training and experience.

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<tr>
<th>Clause 5 - Skill Descriptors</th>
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<tr>
<td>Professional/Specialist Band Level 3</td>
</tr>
</tbody>
</table>

**Authority and accountability:** Provides a professional advisory role to people within or outside council. Such advice may commit the council and have significant impact upon external parties dealing with council. The position may manage several major projects or sections within a department of the council.

**Judgement and problem solving:** Positions have a high level of independence in solving problems and using judgement. Problems can be multi-faceted requiring detailed analysis of available options to solve operational, technical or service problems.

**Specialist knowledge and skills:** The skills and knowledge to resolve operational problems and participate in a management team to resolve key problems.

**Management skills:** May be required to manage staff, resolve operational problems and participate in a management team to resolve key problems.

**Interpersonal skills:** Interpersonal skills in leading and motivating staff may be required. Persuasive skills are used in seeking agreement and discussing issues to resolve problems with people at all levels. Communication skills are required to enable provision of key advice both within and outside council and to liaise with external bodies.

**Qualifications and experience:** Tertiary qualifications combined with a high level of practical experience and an in-depth knowledge of work.
STRUCTURE OF THE NEW AWARD

Work Characteristics

People in positions beyond this level would be regarded as the key specialist in a specific field (whether experience was gained in Local Government or elsewhere) or in charge of a function within council.

Positions at this level undertake a management function or senior specialist role or provide administrative, technical or professional direction for a particular program, activity or service, to achieve results in line with the corporate goals of the council.

Positions at this level may be required to undertake the allocation and monitoring of resources, and to contribute to the development of policy initiatives or corporate strategies.

Skills

Communication

Use well-developed liaison and communication skills in dealing with people at the highest level both internal and external to the organisation.
Represent council on external bodies.

Construction and Maintenance

Provide direction to all staff involved in major construction projects including new construction techniques.
Establish priorities, monitor work flow and/or maintain staffing resources to achieve objectives.

Evaluation

Assess complex information quickly, understanding the central concepts and determining their importance to the organisation.

Finance

Control council’s borrowings and loan register.

Human Relations

Promote team-building and a teamwork approach within all organisational work areas.

Inspectorial/Regulatory

Analyse existing inspectorial and regulatory procedures and evaluate their effectiveness and implement enhanced measures as necessary.

Managing

Develop and recommend organisational strategies.
Design and draft organisational or departmental plans policies or procedures.
Undertake forward planning, budgeting and scheduling of works programs and pre-planning of major projects.
Project trends and visualise possible and probable future and its implications.
Make recommendations concerning selection, training, rating, reward, discipline of professional/technical staff.
Marketing
Direct and control marketing by planning and implementing strategies which may include advertising campaigns, direct approach and various promotional activities.

Materials Management
Co-ordinate and prepare proposals and procedures for the strategic planning of the organisations requirements for all materials to ensure economy.

Negotiations
Advocate in Court or other Tribunals.

Indicative Classifications
- Accountant
+ Assistant Deputy Health Surveyor
+ Chief Librarian
- Chief Clerk
- Child Care Centre Director
+ Community Services Co-ordinator
- Deputy Chief Librarian
+ Deputy Clerk
+ Deputy Chief Health Surveyor
+ Deputy Engineer
+ Deputy Chief Town Planner
+ Director - Community Services
- + Graded Clerk (EDP manager, personnel officer, administration officer etc.)
- + Senior Engineer
Senior Health Surveyor
- Senior Building Surveyor
- + Town Planner
+ Treasurer

 Indicates classification skill level may also be in Level 2
+ Indicates classification skill level may also be in Level 4

9.4 Professional/Specialist Level 4

Entry level rate of pay: $871.30 per week

Key Entry Points

- Promotion from Professional/Specialist Level 3 having successfully completed the training required at that level.

- Recruited from the external workforce with suitable professional qualifications or the equivalent gained through training and experience.
Clause 5 - Skill Descriptors
Professional/Specialist Band Level 4

Authority and accountability: Accountable for the effective management of major sections or projects within their area of expertise. As a specialist, advice would be provided to executive level and to council on major areas of policy or on key issues of significance to the organisation. The position’s influence would have an important role in the overall performance of the function.

Judgement and problem solving: Positions would determine the framework for problem solving or set strategic plans with minimal review by senior management. At this level the position may represent senior management or council in the resolution of problems. The oversight of problem solving and assessment of the quality of judgements made by less qualified staff will apply at this level.

Specialist knowledge and skills: Positions require knowledge and skills for the direction and control of a key function of council or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.

Management skills: Positions may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

Interpersonal skills: Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to negotiate on important matters with a high degree of independence. Positions are required to liaise with the public and external groups and organisations.

Qualifications and experience: Specialist tertiary qualifications in an appropriate field of study combined with extensive practical experience in all relevant areas in order to plan, develop and control major elements of work.

Work Characteristics

Positions in Level 4 are the most knowledgeable and skilled across the range of responsibilities in the Professional/Specialist Band.

Positions at this level have a high degree of autonomy and decisions taken have significant impact on the operation of the organisation. Delegations exercised may, depending on the role and function of the position, involve being the final authority in the process of approving expenditure of funds, undertaking specific action in line with council policy, or reviewing any previous action or decision in the work area.

Management responsibilities may form a significant focus of positions whilst the development of guidelines, rules, regulations, procedures or instructions for either staff or other interested parties may be co-ordinated at this level.
Skills

Communication
Communicate a vision for the organisation to staff.

Finance
Control investment portfolio.

Managing
Implement organisational changes.
Recommend goals and objectives for future directions for the organisation.

Reasoning and Decision Making
Develop formulate and present policy proposals which determine the overall direction of the council, maintaining awareness of economic, technical and other factors which affect these policies.

Technical
Undertake a high level of complex research work.
Undertake complex project work which may involve all operational areas of council.
Operate as a specialist consultant.

Indicative Classifications
- Assistant Deputy Health Surveyor
B4 - Chief Librarian
- Community Services Co-ordinator
- Deputy Chief Town Planner
- Deputy Chief Health Surveyor
- Deputy Engineer
- Deputy Clerk
B4 - Director - Community Services
- Senior Engineer
- Town Planner
- Treasurer

* Indicates classification skill level may also be in Level 3
B4 Indicates classification skill level may also be in Band 4

10 Band 4: Executive

Entry level rate of pay $ per week

<table>
<thead>
<tr>
<th>Level</th>
<th>Rate</th>
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<tbody>
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<td>Level 4</td>
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