

**STATE RAIL AUTHORITY OF
NEW SOUTH WALES**

- STATE -

ENTERPRISE AGREEMENT, 1994

PART 3

**CLASSIFICATION STRUCTURES &
WORK LEVEL DESCRIPTIONS**

January 1995

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CLASSIFICATION STRUCTURES AND WORK LEVEL DESCRIPTIONS

INTRODUCTION

BACKGROUND:

The Structural Efficiency Stage 1 Agreement - State Awards - of 27 October, 1989 included draft classification structures, descriptions and groupings for the key areas of the business.

The Structural Efficiency Stage 2 Agreement - State Awards - of 9 July, 1990 formalised the process to be pursued in relation to classification restructuring and job redesign and gave commitment to the introduction of a single pay scale consisting of no more than 200 pay points.

The State Rail Authority of New South Wales Enterprise Agreement, 1992 was certified by the Australian Industrial Relations Commission on 25 November, 1992. That agreement covers federal award employees (representing approximately 97% of State Rail's workforce).

To facilitate extension of the process to state award employees, a series of meetings was held between State Rail and the Labor Council of NSW and relevant state registered unions during the period December 1992 - March 1994.

At those meetings, it was agreed that the state agreement should mirror the terms and conditions of the federal agreement.

In developing the common pay points system, the agreed approach was to use selected pay rates of key classifications which keeps broadbanding costs to a minimum. In line with the SEP Agreement of 9 July, 1990 the cost associated with implementing this approach is to be borne by State Rail.

This document incorporates details of the various classification structures and supporting skills and tasks descriptions covering all state award employees.

In conjunction with the Common Pay Points System and Rates of Pay (refer Part 2 of the State Rail Authority of New South Wales - State - Enterprise Agreement, 1994) this document has been developed to clarify the agreed pay rates and structures and provide the framework for the design and evaluation of jobs within the Business Groups.

PROCESS:

Transferring around 1,700 classifications (200 state award classifications) consisting of approximately 3,300 salaried/wages rates to a final classification and pay structure cannot be achieved for the whole of State Rail in one step without disrupting day to day operations, distorting relativities and affecting supervisor/subordinate relationships.

The orderly process of work and job redesign will take place within the business groups. The classification structures and work level descriptions together with the pay points system will facilitate this process.

It is acknowledged that the generic skills descriptions have been developed to assist in the design and evaluation of jobs. Where job redesign is to be undertaken there is a requirement to consider the specific skills and responsibilities of the positions concerned.

To achieve a smooth transition, the following steps were taken:-

Step 1: Convert the existing salaried/wages classifications and rates to a lesser number of salaried/wages levels.

Step 2: Convert this lesser number to interim classification/pay structures and a pay points system.

Step 3: Develop work level descriptions.

Upon presenting an agreed enterprise agreement document to the NSW Industrial Relations Commission, the parties will pursue the following steps:-

Step 4: Follow the revised work and job redesign process.

Step 5: Review current and/or proposed structures.

STRUCTURES:

Two sets of classification structures and pay scales were developed to cover:-

- o Salaried classifications and rates of pay
- o Wages classifications and rates of pay

Salaried rates are expressed in annual terms whereas wages rates reflect weekly amounts.

In reviewing the draft structures contained in the SEP Agreement of 27 October, 1989 the parties developed new structures and supporting documentation for six classification streams, four of which are relevant to state award employees:-

1. **Engineering:**

Covers Engineering Operator wages grades within Workshops, Running Sheds and Depots.

2. **Professional/Technical/Specialist:**

Covers Professional Engineers, Surveyors, Chemists, Metallurgists, Technical Grades, Salaried Engineering grades, etc.

3. **Infrastructure:**

Covers various salaried and wages classifications within the civil, electrical and signalling disciplines of Infrastructure Engineering, including building trades maintenance and construction grades.

4. **Operations:**

Covers various salaried and wages classifications within Stations, Freight Operations, Freight Terminals, Train Crewing and Control, etc., including trading and catering grades.

The generic supporting documentation includes the following details:-

- Work level descriptions
- Characteristics of the work
- Skills, attributes, education and training
- Task descriptions

All state award employees are wages staff. The vast majority are held against wages classifications in the Engineering and Infrastructure areas, with the remainder belonging to Operations.

There are interfaces between levels in the respective structures. For example, Level 4A of the Infrastructure Stream relates to Levels 4-6 of the Professional/Technical/Specialist Stream. Also the metal trades tradespersons within Infrastructure interface with the Engineering classification structure.

Generally each classification level or sub-level occupies a bandwidth of pay points on the common pay scale. It is expected that the pay level of existing positions as well as redesigned positions will generally fall within the correct bandwidth. However, anomalies currently exist and are discussed later. Also, bandwidths may need to be modified in the future following more experience with job redesign. Generally, additional pay points beyond the pay levels currently used have been included in the bandwidths to facilitate job redesign, multi-skilling etc.

Bandwidths may overlap as current award pay scales overlap, eg. Infrastructure has provided for an overlap between level 1 (c) and level 2 in recognition of some highly skilled non supervisory positions currently and in the future attracting a higher wage than some lower level supervisory positions.

Each individual business unit in consultation with unions and staff will need to identify the promotion jumps and any restrictions needed within levels. This analysis can be accommodated in the Job Design process.

Classifications or pay increments not currently in use have been broadbanded along with currently used classifications and pay increments.

ANOMALIES:

Anomalies exist in both work value and relativity and cannot be properly addressed in this current exercise. True work value and relativities must be addressed in the job design and job evaluation processes.

TRANSLATION ARRANGEMENTS:

Employees shall not move into the new classification level and rate of pay until they meet the relevant skill requirements.

Until they have acquired the skills of the new classification, employees shall remain in their previous classification at their old rate of pay as adjusted by National Wage decisions.

All employees will be provided with reasonable opportunities to obtain training for the skills required in the new classification level.

Transition to the new pay point structure is outlined in the Common Pay Points System and Rates of Pay (refer Part 2 of the State Rail Authority of NSW - State - Enterprise Agreement, 1994).

Following the transition step movement of employees to new classifications and rates of pay will be dependent upon:

- Job redesign and evaluation being completed
- Employees satisfying the skill requirements of redesigned jobs OR agreeing to undertake training applicable to those jobs
- The impact of work performance where progression within a range will be subject to performance review.

Acting higher grade provisions will still apply with payment at the base rate of the higher level.

For final placement in the classification structure and pay scale with true work value and relativity one of the following needs to happen:-

- a. Job Redesign and Evaluation, where it is identified that jobs should be changed.
- b. Job Evaluation, where it is identified that jobs need not be changed at this time but where work value is perceived to be incorrect.
- c. Skills Audit, where pay increments within a level are based on competency in skills attained.
- d. No further action required, where jobs do not need redesign and where skill increments do not apply, eg. a manager's position that was recently created and formally evaluated.

APPOINTMENTS:

The criteria for direct appointment to redesigned jobs are as follows:-

1. Incumbent can be clearly identified; and
2. Employee has the skills required of the job (after minimal training); and
3. Salary differential between former and new job is no greater than 5%; and
4. Classifications are remunerated up to \$43,557pa.

If these criteria are not met the redesigned jobs are to be filled on merit.

SECTION 1

PROPOSED CLASSIFICATION STRUCTURES

**STATE RAIL AUTHORITY OF NEW SOUTH WALES
PROPOSED CLASSIFICATION STRUCTURE**

ENGINEERING STREAM

ENGINEERING OPERATOR LEVEL 1
ENGINEERING OPERATOR LEVEL 2
ENGINEERING OPERATOR LEVEL 3
ENGINEERING OPERATOR LEVEL 4
ENGINEERING OPERATOR LEVEL 5(i)
ENGINEERING OPERATOR LEVEL 5(ii)
ENGINEERING OPERATOR LEVEL 6
ENGINEERING OPERATOR LEVEL 7
ENGINEERING OPERATOR LEVEL 8
ENGINEERING OPERATOR LEVEL 9
ENGINEERING OPERATOR LEVEL 10
ENGINEERING OPERATOR LEVEL 11

NOTE: The Generic Work Level Descriptions in Section 2 describe the characteristics, skills and tasks applicable to each level.

**STATE RAIL AUTHORITY OF NEW SOUTH WALES
PROPOSED CLASSIFICATION STRUCTURE**

PROFESSIONAL/TECHNICAL/SPECIALIST STREAM

PROFESSIONAL OFFICER LEVEL 1

PROFESSIONAL OFFICER LEVEL 2

PROFESSIONAL OFFICER LEVEL 3

PROFESSIONAL OFFICER LEVEL 4

PROFESSIONAL OFFICER LEVEL 5

PROFESSIONAL OFFICER LEVEL 6

NOTE: The Generic Work Level Descriptions in Section 2 describe the characteristics, skills and tasks applicable to each level.

**STATE RAIL AUTHORITY OF NEW SOUTH WALES
PROPOSED CLASSIFICATION STRUCTURE**

INFRASTRUCTURE STREAM

INFRASTRUCTURE WORKER 1A LEVEL 1

INFRASTRUCTURE WORKER 1B LEVEL 2

INFRASTRUCTURE WORKER 1C LEVEL 3

INFRASTRUCTURE WORKER 2 LEVEL 4

INFRASTRUCTURE WORKER 3 LEVEL 5

INFRASTRUCTURE WORKER 4A LEVEL 6

NOTE: The Generic Work Level Descriptions in Section 2 describe the characteristics, skills and tasks applicable to each level.

**STATE RAIL AUTHORITY OF NEW SOUTH WALES
PROPOSED CLASSIFICATION STRUCTURE**

OPERATIONS STREAM

OPERATOR GRADE 1 DIVISION 1
OPERATOR GRADE 1 DIVISION 2
OPERATOR GRADE 2 DIVISION 1
OPERATOR GRADE 2 DIVISION 2
OPERATOR GRADE 2 DIVISION 3
OPERATOR GRADE 3 DIVISION 1
OPERATOR GRADE 3 DIVISION 2
OPERATOR GRADE 3 DIVISION 3
OPERATOR GRADE 4 DIVISION 1
OPERATOR GRADE 4 DIVISION 2
OPERATOR GRADE 4 DIVISION 3
OPERATOR GRADE 5 DIVISION 1
OPERATOR GRADE 5 DIVISION 2
OPERATOR GRADE 5 DIVISION 3

NOTE: The Generic Work Level Descriptions in Section 2 describe the characteristics, skills and tasks applicable to each level.

SECTION 2

GENERIC WORK LEVEL, SKILLS AND TASK DESCRIPTIONS

ENGINEERING GROUP

ENGINEERING STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES EDUCATION & TRAINING	TASKS DESCRIPTIONS
1.	Engineering Operator	General labouring/cleaning Parallel to C14 in National Metals Model.	Works under direct supervision exercising minimal judgement.	Induction, basic quality control/assurance procedures. Document procedures, EEO, OH&S.	General labouring cleaning.
2.	Engineering Operator	Trades assistance single purpose machinery operation, carries out minor maintenance. Parallel to C13 in National Metals Model.	Works under direct supervision individually or in a team environment. Total Quality principles. Requires good communication skills and the ability to understand instructions.	Training in-house, on the job. Understands single purpose machinery operation and minor maintenance. Carries out minor maintenance inspections and service. Uses selected handtools, carries out activities of EO1 as required.	Operate single purpose machinery. Undertakes minor testing operations.

ENGINEERING STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES EDUCATION & TRAINING	TASKS DESCRIPTIONS
3.	Engineering Operator	<p>Repetitive work on automatic, semi-auto machines or equipment.</p> <p>Component assembly using basic work instructions.</p> <p>Parallel to C12 in National Metal Models.</p> <p>Works flexibly between work stations.</p>	<p>Works under routine supervision or in a team.</p> <p>Is responsible for quality of own work.</p> <p>Machine operation.</p> <p>Quality Assurance and team working skills.</p>	<p>Training in-house, on or off the job.</p> <p>Requires the ability to follow work instructions and maintain simple records.</p> <p>Uses selective hand tools and cutting equipment.</p> <p>Machine operation, Quality Assurance, Team Working Skills.</p>	<p>Operate automatic, or semi-automatic machines or equipment; component assembly using basic, written spoken or diagramatic instructions.</p> <p>Maintains simple records, crane attendance, equipment testing to prescribed equipment.</p> <p>Drive industrial vehicles, shunting, operate a store.</p> <p>Carry out duties of EO1 and 2 where required.</p>

ENGINEERING STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES EDUCATION & TRAINING	TASKS DESCRIPTIONS
4.	Engineering Operator	Work to complex instructions; provides training to a limited degree. Parallel to C11 in National Metals Model.	Co-ordinates work in a team environment, or works under general supervision. Exercises skill and judgement in carrying out complex work instructions. Is responsible for Quality Assurance of own work.	Training in-house, on and off the job. Team working and co-ordination. Quality Assurance. Exercise skills and judgement in selection of machine operation parameters. Operate materials handling equipment. Able to use basic measuring equipment, accurately. Able to work to complex instructions. Rigging - certification. Computer operating skills. Basic fault-finding skills.	Works and operates machinery and equipment exercising skill and judgement in the selection of tooling, speeds, feeds of single purpose equipment. Receiving, distributing, sorting, checking, inventory control. Operate all materials handling equipment. Drive road motor lorry to 10 tonne capacity. Level 2 welding eg: rough cutting, filler/spotwelding. Provide job-training, rigging, Operate a store using computerised inventory control. Carry out duties of EO1, EO2 & EO3 as required.

ENGINEERING STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES EDUCATION & TRAINING	TASKS DESCRIPTIONS
5 (i)	Engineering Operator	Craftsperson. Exercise skills and knowledge of that of base trade level. Parallel to C10 in National Metal Model.	Works within scope of single facet trade. Works under general supervision or in a team environment. Performs work peripheral to core trade. Applies Quality Assurance practices. Exercises discretion within the scope of this grade.	Exercises good interpersonal communication skills and keyboard skills. Operates all lifting equipment incidental to their work. Trade Certificate or Tradespersons Rights Certificate in one of the single facet trades within a broad based trade-in one of the electrical/electronic, mechanical or vehicle building/fabrication engineering streams.	Exercise skills and knowledge of trade at base grade level. Perform non-trade tasks incidental to work. Undertake peripheral functions across trade streams to a limited degree.
5 (ii)	Engineering Operator	Craftsperson. Exercise all facets of skills and knowledge of trade. Parallel to C10 in National Metals Model.	Exercises all facets of the electrical/electronic, mechanical or vehicle building/fabrication trade streams. Works under general supervision or in a team environment. Exercises discretion within the scope of this trade.	Exercises good interpersonal communication skills and keyboard skills. Operates all lifting equipment incidental to their work. Trade Certificate or Tradespersons Rights Certificate in one of the electrical/electronic, mechanical or vehicle building/fabrication trade streams.	Exercise skills and knowledge of trade at base level using all facets of trade. Perform non-trade tasks incidental to work. Undertake peripheral functions across trade streams to a limited degree.

ENGINEERING STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES EDUCATION & TRAINING	TASKS DESCRIPTIONS
6.	Engineering Operator	Craftperson working within one of the three broad engineering streams; integrating work functions to a practical degree across allied trades within that stream, to provide sufficient flexibility to accommodate the total completion of tasks within the stream and/or performing higher level technical tasks within a core trade stream.	<p>Works under general supervision or in a team environment.</p> <p>Provides trade guidance or assistance as part of a team.</p> <p>Responsible for minor testing and Quality Assurance of own work.</p> <p>Assists in the provision of on the job training in conjunction with trainers and others.</p> <p>Exercises discretion within the scope of this grade.</p>	<p>Trade and post trade training or on the job training to achieve skills detailed in competence profile for the position.</p> <p>Communication of a high standard</p> <p>Quality concepts.</p>	<p>Performs and assists in basic production and materials scheduling and the documentation of records associated.</p> <p>All duties of EO5 craftsperson within the same engineering stream as required.</p> <p>Undertake fault finding and testing and inspection at a basic level with extension into other trade streams to a limited degree.</p>
		Works within all facets of trade as a basic requirement.			
		Parallel to C9 in National Metals Model.			

ENGINEERING STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES EDUCATION & TRAINING	TASKS DESCRIPTIONS
7	Engineering Operator	Special Class Tradespersons Craftsperson working with levels of integration of skills into other streams to allow a broadbased function and the completion of tasks across a broadstream and or perform additional high level tasks within a core trade. Parallel to C8 in National Metals Model.	Works under general supervision or in a team environment. Provides trades guidance and assistance as part of a work team. Assists in the provision of training in conjunction with supervisors and trainers.	Trade Certificate and Post Trade qualifications commensurate within the level of work. Communicates complex ideas effectively. Quality concepts. Understands and implements quality control techniques. Utilises high precision trade skills using various materials and/or specialised techniques CAD/CAM, NC/CNC programming procedures. Understanding of fault-finding, testing and diagnosis techniques within trade stream, on across trade-streams to a limited degree.	Performs and assists in production and materials scheduling and documentation of records associated. Carryout minor testing and fault-finding of own work and quality assurance operations. Performs all functions of EOS and EO6 within the same stream as required. Perform operations on a CAD/CAM terminal in the performance of modifications to NC/CNC programmes. Testing high voltage switching. Perform higher level fault-finding, testing and diagnosis than at EO6, involving major equipment.

ENGINEERING STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES EDUCATION & TRAINING	TASKS DESCRIPTIONS
8.	Engineering Operator	Craftsperson working across streams and/or performing tasks of a higher technical nature eg. condition monitoring, fault-finding and diagnosis, performance testing and repair. Parallel to C7 in National Metals Model.	Works under limited supervision either individually or in a team environment. Responsible for quality assurance functions; assists in the provision of on the job training in conjunction with trainers and others. Provide trade guidance and assistance as part of a work team.	Trade Certificate and Post Trade qualifications commensurate with the level of work. Communicates complex ideas effectively. Applies advanced computer numerical control techniques in machining, cutting, welding or fabrication. Exercises intermediate CAD/CAM skills.	Carries out high level electro/mechanical fault-finding and rectification. Performs and assists in production and materials scheduling and the documentation of records associated. Perform operations on machinery for equipment which uses complex electrical/electronic circuitry or associated programming. Work on complex or intricate interconnected electrical circuits. Works on instruments which make up a complex control system which utilizes some combinations of electrical electronic, mechanical or fluid power principles. Perform routine modifications to CAD/CAM programmes. Installation or repair of complex radio/communication equipment.

NOTE: refer professional/technical/specialist group for designations of Engineering Operator Level 9 and above.

**PROFESSIONAL/TECHNICAL
SPECIALIST GROUP**

1.
PROFESSIONAL/TECHNICAL SPECIALIST GROUP

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES, EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
I	Professional Officer 1.	<p>Entry point for professional, technical, specialist officers in training.</p> <p>Officers at this level have an established work orientation & the knowledge, skills & demonstrated capacity to perform proceduralised tasks under general supervision & more complex tasks under close supervision.</p> <p>They may also be required to perform some tasks involving the use of applied theoretical knowledge.</p> <p>Provide assistance to more senior professional staff.</p>	<p>Assistance is available at all times as part of the control process.</p> <p>Work is checked at several points & progression to other tasks/skills is governed by successful attainment of each basic skill.</p> <p>Competency is achieved after a period of training.</p> <p>Reference is made to established procedures before commencement of each task.</p> <p>Liaison takes place within work area, like work areas &/or with senior staff.</p> <p>Increasingly more freedom & less specific guidance as knowledge of the work grows.</p>	<p>Officers at this level shall possess a secondary qualification eligible for entrance into a relevant TAFE course or hold a relevant trade qualification or have commenced relevant tertiary studies.</p> <p>Limited organisational & theoretical knowledge.</p> <p>Effective communication skills.</p>	<p>Observe & record necessary data.</p> <p>Perform less complex tasks, tests & analyses etc. under close supervision.</p> <p>Provide general assistance to other professional staff.</p>

PROFESSIONAL/TECHNICAL SPECIALIST GROUP

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES, EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
II	Professional Officer 2.	Entry point for qualified professional, technical specialist officers or experienced non-qualified technical staff. Work is performed under general direction & in accordance with precedence & defined procedures. Basic professional, technical, specialist knowledge & skills.	Detailed instruction is not normally required. Principles, techniques & methods of established work programmes/schedules are applied. Assignments are of limited scope & complexity & work may be reviewed at times. Supervision of work groups may be required.	Successful completion of relevant tertiary qualifications or appropriate technical experience. Limited knowledge only of the organisation but a sound working knowledge of the work unit is required. Effective judgement & work organisation skills, acquired through prior learning/training & increasing work experience. Sound communication skills. Basic supervisory skills. Competent project research & analytical skills. General working knowledge of the work processes, techniques, guidelines, policies & equipment.	Make recommendations, technical decisions of a routine nature. Perform less complex tasks tests & analyses etc. Provide technical assistance & support functions to other professional staff. Supervise less experienced staff & work groups. Prepare recommendations & reports to senior staff.

2a.
PROFESSIONAL/TECHNICAL SPECIALIST GROUP

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES, EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
II	Professional Officer 2.	<p>Entry point for qualified professional, technical specialist officers or experienced non-qualified technical staff.</p> <p>Work is performed under general direction & in accordance with precedence & defined procedures.</p> <p>Basic professional, technical, specialist knowledge & skills.</p>	<p>Detailed instruction is not normally required.</p> <p>Principles, techniques & methods of established work programmes/schedules are applied.</p> <p>Assignments are of limited scope & complexity & work may be reviewed at times.</p> <p>Supervision of work groups or processes of limited complexity may be required.</p>	<p>Successful completion of relevant tertiary qualifications or considerable technical experience.</p> <p>Limited knowledge only of the organisation but a sound working knowledge of the work unit is required.</p> <p>Effective judgement & work organisation skills acquired through prior learning/training & increasing work experience.</p> <p>Sound communication skills.</p> <p>Basic supervisory skills.</p> <p>Competent project research & analytical skills.</p> <p>General working knowledge of the work processes, techniques, guidelines, policies & equipment.</p>	<p>Make recommendations, technical decisions of a routine nature.</p> <p>Perform less complex tasks tests & analyses etc.</p> <p>Provide technical assistance & support functions to other professional staff.</p> <p>Supervise less experienced staff & work groups.</p> <p>Prepare recommendations & reports to senior staff.</p>

3.
PROFESSIONAL/TECHNICAL SPECIALIST GROUP

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES, EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
III	Professional Officer 3.	Professional, Technical, Specialist Officers perform duties requiring increasing experience within established guidelines & technical unprocedures under limited At direction. At this level the officer will be required to operate either as an individual or as a supervisor of groups or project teams engaged in a broad range of professional/technical activities.	This level is characterised by development & experience under decreasing supervision & increasing professional judgement to progress to the level of experienced officer. May be required to inspect & supervise minor projects & prepare reports for more senior officers. Initially, work is reviewed by an officer of a higher level but with professional development & experience this with progressively decrease. Normally the officer is required to apply established principles, techniques & methods. However they may be required to develop & apply more advanced techniques & exercise more individual judgement.	In addition to formal qualifications or extensive technical knowledge this level would typically require an acceptable level of broad based work experience. At this level professional officers will have developed skills commensurate with those of an experienced operative. Good working knowledge of programme activity, policy, technical or service aspects of work performed in or across work systems. Sound communication skills.	Undertake the less complex projects & broadbased work incorporating analyses, studies, interpretation & recommendations. Provide detailed reports to senior officers. Exercise financial control of minor budget or project expenditure. Supervise & coordinate small to medium sized teams or projects. Liaise with staff, groups, work systems or outside agencies.

3a.
PROFESSIONAL/TECHNICAL SPECIALIST GROUP

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES, EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
III	Professional Officer 3.		Difficult, complex or unusual matters or decisions are usually referred to a more senior officer.		

4.
PROFESSIONAL/TECHNICAL SPECIALIST GROUP

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES, EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
IV	Professional Officer 4.	The experienced Professional, Specialist Officer performs complex/critical professional work under limited direction. Work at this level usually requires a wider & where necessary a more innovative application of established techniques & systems.	Work is more tactical than strategic & is assigned in terms of priorities with guidance on specific objectives & critical issues. Output is normally accepted as technically accurate & feasible but may be reviewed for soundness of judgement. Officers will have higher accountability with actions, decisions & recommendations, having a more significant impact upon the achievement of overall work programmes/objectives. As a team leader the person may be required to supervise staff who may include other professional officers. As a project leader the professional officer may be required to coordinate a project or part project. Work programmes & objectives will be determined in consultation with higher level/specialist officers.	In addition to formal qualifications this level would normally require continuing development of skills & qualifications together with further broad based work experience. Officers may be required to demonstrate high order work based skills including leadership, project management, financial/budget monitoring & communication skills & display appropriate level of knowledge of the work unit & programmes.	Undertake planning, programming & budgeting as well as the application of the more complex analyses, studies interpretations & casework. Supervise & coordinate staff groups & projects of medium to large in size & complexity. Liaise, negotiate with & report to senior professionals, management & outside agencies. Exercise financial control of budget or project expenditure.

5.
PROFESSIONAL/TECHNICAL SPECIALIST GROUP

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES, EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
V	Professional Officer 5.	<p>The senior Professional, Specialist Officer performs innovative complex/critical professional work under broad direction.</p> <p>Possess & apply specialist professional knowledge & judgement in consultation with more expert professional officers.</p> <p>The first level of professional management controlling the more critical &/or specialised operational area or project.</p> <p>Quality of advise & professional/specialist expertise will directly impact on strategic direction of discipline/work unit.</p>	<p>Work is determined by business/budgetary constraints & can be subject to Executive directions.</p> <p>The officer at this level will be responsible for directly contributing to the development & implementation of business plans.</p> <p>The officer will work with a significant amount of autonomy within approved plans/policies & guidelines.</p> <p>In addition the officer may be required to identify unique business needs & to develop suitable systems, strategies & solutions.</p> <p>This will be achieved through effective management of resources and/or by the provision of high level technical advice/specialist support.</p> <p>Officers will be accountable for actions, decisions, recommendations which allow the achievement of work programmes/objectives.</p>	<p>In addition to formal qualifications this level would require continuing development of skills & qualifications of a higher order.</p> <p>Officers will be required to demonstrate high order management & technical or specialist proficiency.</p> <p>This may be reinforced by extensive work based experience.</p> <p>Advanced communication skills.</p>	<p>Undertake planning, programming & budgeting as well as the more complex analyses, studies interpretations & casework.</p> <p>Manage large or more specialised work/groups or projects.</p> <p>Demonstrate advanced communication skills.</p> <p>Liaise, negotiate & consult with outside agencies, senior/management & other professional staff.</p> <p>Determine business/budgetary plans & exercise control of these.</p>

PROFESSIONAL/TECHNICAL SPECIALIST GROUP

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS, ATTRIBUTES, EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
VI	Professional Officer 6.	<p>The senior managing professional officer under broad direction applies in-depth knowledge, competence, &/or experience in aspects of professional work beyond the level of specialist professional officer.</p> <p>The officer at this level exercises independent judgement & originality as an individual/team/group manager. The work involves a significant range of activities & conceptually complex matters, outputs of which are not normally subject to review. Decisions made will directly impact on the strategic direction of the discipline or work unit.</p>	<p>Work is of a more strategic nature & subject to greater Executive direction. The officer at this level will be responsible for directly contributing to the development & implementation of the business plan.</p> <p>The officer will work with a significant amount of autonomy within approved guidelines, policy & executive direction. This will be achieved through the effective management of resources or by the provision of high level technical advice or specialist support.</p> <p>The officer will be accountable for actions, decisions & recommendations which allow the achievement of work programs & objectives.</p>	<p>In addition to formal qualifications, this level would require continuing development of skills & attainment of higher order qualifications. The officer possesses specialist/professional knowledge & judgement which is maintained & developed with advances in a professional field. Highly developed specialist communication skills.</p>	<p>Undertake major planning, programming & budgeting as well as the application & the development of the more technically complex work practices & principles.</p> <p>Incorporating the more complex analyses, studies & interpretations. Manage large or more specialised work units, groups & projects. Liaise, negotiate & consult with outside agencies, senior & executive management &/or other senior professional staff.</p> <p>Determine business/budgetary plans & exercise control of these.</p>

INFRASTRUCTURE GROUP

INFRASTRUCTURE CLASSIFICATION STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS & ATTRIBUTES EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
1	I W 1 A	- Labouring work involving simple repetitive tasks	<ul style="list-style-type: none"> - Repetitive Manual, tasks which are fully prescribed under direct supervision - Or not under direct supervision but where the nature of the task is automatic and non discretionary - Minimal reasoning is required - Assistance is available 	<ul style="list-style-type: none"> - Formal secondary Education not required - Competency gained by experience in simple procedures - For persons employed on or around the Railway tracks a Flagging Certificate is required - Requires some knowledge of Stream Based Terminology and procedures - Basic Hand, Verbal, Writing, Reading and Numeracy Skills - Basic Mechanical Skills - Basic Interpersonal Skills - Induction Training on entry including Safety, OH & S, EEO & Conditions of Employment 	<ul style="list-style-type: none"> - Flagman tasks - Assembling multiple Component Units, eg. Joints - Operating & Maintaining Machines eg. Compressor - Manual tasks eg. Digging Lifting Carrying etc

INFRASTRUCTURE CLASSIFICATION STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS & ATTRIBUTES EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
2	1W1B	<ul style="list-style-type: none"> - Semi skilled/ skilled requiring the performance of a group of integrated tasks within an activity 	<ul style="list-style-type: none"> - Tasks may be repetitive or non repetitive - Supervision minimal - May require Licences/ Tickets from external Agencies - Stream Oriented - Procedures Established - Limited choices exist - Established Practices & Rules - Requires accuracy and quality control of own work - Increased Mechanisation of tasks - May involve assisting Tradesperson or skilled worker directly - Minimal reasoning is required 	<ul style="list-style-type: none"> - Secondary Education to year 10 or knowledge equivalent - External Qualifications may be required eg. Rigging Ticket Scaffolding Ticket DIFE Plant Operator Car Licence Truck Licence - Internal Certificates may be required eg. Track Repair Machine Operation - Highly Developed hand skills may be required - Basic to Medium Verbal, Writing, Reading, Numeracy Skills - Developed Mechanical Skills may be required - Basic Fault Finding Skills - Basic Computer Literacy - OH&S & EEO Conscious - Ongoing on the job training plus completion of short courses 	<ul style="list-style-type: none"> - Machine Operation - Rigging & Scaffolding - Forklift Operation - Store Operation - Signal Erection - Linework - Truck Driving - Track Patrol - Rail Bonding - Assisting Tradesperson or skilled Worker

INFRASTRUCTURE CLASSIFICATION STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS & ATTRIBUTES EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
3	IW 1 C	<ul style="list-style-type: none"> - Skilled, requiring the performance of a group of integrated tasks within an activity - May be in charge of a work group 	<ul style="list-style-type: none"> - Tasks may be repetitive or non repetitive - Governed by established procedures, specific guidelines and standard instructions - Supervision Minimal - May provide Supervision to others - Problems solved by applying basic principles, rules and procedures - Some latitude to use & deploy resources - May require a base trade qualification - Requires accuracy & quality control of own work - Tasks may be specialist Stream Specific - Limited choices exist - May be accountable for completion of whole of a task - Little scope to rearrange work or work schedules 	<ul style="list-style-type: none"> - Secondary Education to year 10 plus work related tuition/or knowledge equivalent - Trade positions would include completion of trade certificate with post trade experience - Highly developed hand skills may be required - Developed Verbal, Writing, Reading & Numeracy skills - Developed Mechanical skills may be required - Basic Problem Solving Skills - Basic Fault Finding Skills - Basic Computer Literacy Skills may be required - Safeworking knowledge or accreditation may be required - Developed Interpersonal Skills - OH & S & EEO Conscious - Completion of Stream related courses - Internal/external Licences or Tickets may be required 	<ul style="list-style-type: none"> - Track Repair - Machine Operation - Worksite Protection - Supervision - Reporting - Cable & Line Repair - Asset Examination - Job Planning - Materials Ordering - Specialised Welding - Graphics reading - Plant operation - Stores receipt, issue & despatch - Stock control

INFRASTRUCTURE CLASSIFICATION STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS & ATTRIBUTES EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
4	1W2	<ul style="list-style-type: none"> - Supervisory or technically advanced - Requiring the performance of a group of integrated tasks within an activity - May be in charge of a work group 	<ul style="list-style-type: none"> - Non repetitive tasks governed by established procedures, specific guidelines, instructions, rules and regulations - Problems solved by applying basic principles procedures & established practices - Some latitude to utilise & deploy resources - Accountable for actions of Work Group including Quality Control - Core & Non Core Trade Skills used in Trade based streams including higher level Technical Tasks - Provides on the job training for others - May relieve in higher graded positions - Responsible for OH & S for work group 	<ul style="list-style-type: none"> - Secondary Education to year 10 plus work related tuition/or knowledge equivalent - Trade positions would include completion of trade certificate with post trade experience - Highly developed hand skills may be required - Developed Verbal, Writing, Reading & Numeracy skills - Developed Mechanical skills may be required - Basic Problem Solving Skills - Basic Fault Finding Skills - Basic Computer Literacy Skills may be required - Developed Organisational Skills & EEO Policies - Developed Interpersonal Skills - Moderate Judgement Skills - Basic Training Skills - Safeworking knowledge & accreditation may be required - Stream Specific or across Stream knowledge including Standards & procedures - Capable of Implementing OH & S & EEO Policies 	<ul style="list-style-type: none"> - Control of Multiple mobile equipment - Worksite Protection - Supervision - Reporting - Equipment Installation, Repair & Maintenance - Asset Examination - Job Planning - Materials Ordering - Operation of large Complex Installation - Resource Management - Administration/Staff duties - Computer Operation

INFRASTRUCTURE CLASSIFICATION STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS & ATTRIBUTES EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
5	IW 3	<ul style="list-style-type: none"> - Supervisory or Technical Expert - Involved with many of the activities within a stream and co-ordinating within the stream and across streams 	<ul style="list-style-type: none"> - Procedures & Operating Standards are defined through organisational guidelines & requirements & through commonly understood techniques & methods associated with a discipline - Needs to identify resource requirements & deploy resources - Involves Planning, Organising, leading & controlling - Accountable for action taken within approved budgets, financial, operational or technical constraints - Trade Skills where needed include higher level Technical Tasks - Human Resource Management - Responsible for quality of work output - May control Complex or highly sensitive assets or systems 	<ul style="list-style-type: none"> - Completion of Secondary Schooling or Trades Certificate or Extensive Int/Ext Technical Training or Engineering Qualifications - Stream Specific or Across Stream Technical knowledge including Standards and Procedures - Highly developed Reading Writing, Numeracy & Verbal Skills - Well developed fault finding skills - Well Developed problem solving skills - Computer Literacy may be required - Developed organisational skills - Basic Innovation skills - Well developed Interpersonal skills - Developed Judgement Skills - Developed Training Skills - Capable of Implementing EEO & OH & S Policies 	<ul style="list-style-type: none"> - Control of Multiple Mobile Equipment - Worksite Protection - Supervision - Reporting - Operation of large Complex Installations - Equipment Installation, Repair & Maintenance - Asset Examination - Planning - Scheduling - Materials Ordering - Condition Assessment - Budget Control - Human Resource Management - Stores Management

INFRASTRUCTURE CLASSIFICATION STRUCTURE

LEVEL	DESIGNATION	WORK LEVEL DESCRIPTION	CHARACTERISTICS OF THE WORK	SKILLS & ATTRIBUTES EDUCATION & TRAINING	TASK DESCRIPTIONS (EXAMPLES ONLY)
6	IW 4 A	<ul style="list-style-type: none"> - Managerial, Supervisory or Technical Expert - Involved in a number of Streams within a Discipline and Co-ordination with other Disciplines or Organisations 	<ul style="list-style-type: none"> - Control of Complex or highly sensitive Assets or Systems - Typically Accountable for a whole group or section performance - Responsible for short, medium and long term planning - Responsible for quality control of group - Provide on the job training for others - Financial Accountability - Workforce Accountability - Production Accountability - Position Objectives & Operating Policies are defined - Work assignments require adaptation or modification of methods systems or policies - High level of problem resolution 	<ul style="list-style-type: none"> - Tertiary Training or Extensive Technical Training with Extensive experience - Highly Developed Verbal, Reading, Writing, Numeracy Skills - Highly developed Fault Finding, Problem Solving Skills - Highly developed organisation skills - Highly developed Research skills - Developed Innovation skills - Highly developed Judgement skills - Developed Training skills - Detailed Discipline Specific knowledge - Capable of Implementing EEO & OH & S Policies - Highly developed Interpersonal skills 	<ul style="list-style-type: none"> - Contract Administration - Safety Assurance - Supervision - Reporting - Management of Diverse organisation - Planning - Organising - Directing - Problem Solving - Financial Control & Budgeting - Implementation of change - Management of Complex, disparate Assets - Performance Monitoring

OPERATIONS GROUP

OPERATIONS

ENTRY (PROBATION RUNG)

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade I	Division 1	Base entry to miscellaneous positions, probationary in nature. Induction and orientation to establish work. Work performance monitored at regular intervals. Work is subject to supervision.	Work entails manual repetitive tasks. Works to instructions. Undertakes a range of operational duties. Work at this level has no supervisory duties. Assistance is available as part of the control process.	Possess Entry Criteria. Ability to read, follow and carry out instructions. Manual dexterity. Local familiarisation of yards and stations etc. Appropriate training for this level to be determined. Current training mainly in workplace.	Labouring. Freight handling. Gardening. Cleaning. Station work. Miscellaneous eg lifting carrying with/without equipment. Tasked for probation period.

OPERATIONS
ENTRY RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions Examples Only)
Opr Grade 1	Division 2	Post probation Base Grade 1 Labouring positions.	Routine, predictable and repetitive in nature. Requires minimal judgement.	Limited knowledge and skills required for repetitive work.	Preparatory/support tasks on trains, stations, yards etc.
		Work is subject to supervision.	Work generally has no supervisory responsibility.	Manual dexterity and motor skills.	Performs labouring and miscellaneous duties at various operational locations. Involves lifting, carrying, cleaning, station work etc.
		Work output subject to regular checking.	Undertakes a range of operational duties.	Job specific training in work-place (may be certified by appropriate authorities).	Tasks adding to previous work proficiency.
				Familiarisation of yards and station etc.	
				Appropriate training to be determined.	
				Current training mainly in the workplace and job specific.	

OPERATIONS

INITIATION RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 2	Division 1	Initiation into a work unit. Work exercises basic judgement and requires knowledge of appropriate competencies and skills. Work at this level is conducted generally under direct supervision and performed to established routine. Skills extended from previous level.	Work at this level requires an understanding of the duties as well as knowledge of the work unit's operations. Work conducted at this level generally has little supervisory responsibility. Assistance may be available. Work at this level is conducted under supervision.	An ability to utilize the application of skills gained in Grade 1. Capacity to develop knowledge of the work unit's main function and operation. Communication skills in order to undertake limited liaison with customers both internal and external. Appropriate training to be determined. Current training job specific.	Tasks at this level include flagging. Tasks may also entail use of basic applied theoretical knowledge and elementary customer service orientation. Station work, cleaning etc.

OPERATIONS

INITIATION RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 2	Division 2	Work performed at this level is a progression of chosen work unit and is performed under general supervision. Work initially requires the application of basic skills. Work at this level constitutes exercising of sound judgement. Work performed at this level conforms to routine procedure which may require use of initiative.	Work at this level requires a broader knowledge and understanding of the work unit's operations. Problems are resolved by reference to established rules/procedures and instructions. Assistance is available should problems arise. Work may entail some basic supervision.	Knowledge of the unit's operations and functions. A sound knowledge of relevant rules/regulations and work procedures and ability to comply. Good communication and motor skills. Current training job specific or general. Trade base level of skills. Appropriate training to be determined.	Customer service duties. Tasks may include application of trade based or equivalent skills. Relatively complex tasks including the use of applied theoretical knowledge and motor skills. Use of machinery, tools and equipment. Driving of vehicles and plant. Collection of Tickets. Movement of trains, plant etc.

OPERATIONS

INITIATION RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 2	Division 3	<p>Work at this level exercises initiative and sound judgement.</p> <p>Work performed in the chosen unit is autonomous.</p> <p>Work performed is on the basis of established routines within clear guidelines.</p> <p>Work requires relevant experience combined with knowledge of the organisation's functions.</p>	<p>Problem solving achieved independently.</p> <p>Work may involve operating individually or as a part of a team.</p> <p>Reference may be made to procedures and standardised instructions.</p> <p>Work may entail basic supervision.</p>	<p>Sound understanding of relevant rules, regulations, and procedures.</p> <p>Ability to deal effectively with issues within area of expertise.</p> <p>Sound communication skills.</p> <p>Appropriate level of training to be determined.</p> <p>Capacity to perform within work unit independently.</p> <p>Basic supervisory skills.</p> <p>Current training job specific.</p>	<p>Implementation of policy regulations and established procedures, eg. shunting undertaken independently.</p> <p>Application of trade based or equivalent skills individually with capacity to guide others.</p> <p>Perform tasks of a difficult nature involving the use of applied theoretical knowledge and motor skills.</p> <p>For example, use of safe-working knowledge, movement of trains, plant etc.</p> <p>On board services.</p>

OPERATIONS
COMPLEXITY RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 3	Division 1	Officers at this level have an established work orientation. Officers at this level work within clear guidelines and procedures. Some scope exists for exercising initiative in performance of duties under established work practices.	Work at this level generally proceeds under direction and undertakes a range of complex operational tasks. Acquisition of knowledge and skills of the new elements of work at this level builds onto experience gained previously. May operate individually or as part of a team. Initiative in the use of relevant techniques to accomplish tasks.	May require well developed skills, knowledge and capacity. Specific training and supervisory ability may be required. Ability to apply theoretical knowledge into practice. Developed communication and motor skills required. Appropriate training to be determined. Current training job specific.	Compliance with safeworking practices and customer service. Use of tools and equipment. Driving of vehicles. Collection of tickets, revenue protection. Movement of trains, plant etc. On board services.

OPERATIONS
COMPLEXITY RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 3	Division 2	Work at this level generally increases in complexity and content of functions which may need some direction. Scope exists for exercising initiative within established work practices and procedures.	Progression of knowledge and skills of the new elements of work at this level is achieved by building on to experience gained previously. Work requires application of a sound level of acquired knowledge and skill. Supervisory experience may be required.	Ability to apply job specific knowledge/ skills and techniques. Supervisory duties may include on the job training of subordinate staff. Sound communication skills required. Experience based skills and attributes are required.	Timely maintenance of fixtures e.g. maintenance of throw-over-points, continuity test, etc. Application of safeworking. Movement of trains. On board servicers.

OPERATIONS
COMPLEXITY RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 2	Division 2			Sound and developed motor skills. Appropriate training to be determined. Current training job specific.	

**OPERATIONS
COMPLEXITY RUNG**

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 3	Division 3	<p>Work performed in chosen units is autonomous with guidance provided to subordinate staff.</p> <p>Work at this level is performed under general direction within clear guidelines and routine procedures.</p> <p>Initiative to be exercised in performance of work under routine practices and procedures.</p> <p>Operators at this level require sound experience.</p>	<p>Work includes a range of functions.</p> <p>Work requires the application of a sound level of knowledge and the application of acquired skills.</p> <p>Detailed instruction not required at this level.</p> <p>Gradual building up of proficiency in supervision.</p>	<p>Sound knowledge of task/activities within the work area.</p> <p>Ability to achieve stated goals and targets.</p> <p>Supervisory duties may include the training of subordinate operational staff.</p> <p>Well developed communication and motor skills.</p> <p>Capacity to work under self direction.</p> <p>Appropriate training to be determined.</p> <p>Current training specific.</p>	<p>May guide other staff in various tasks, ie. shunting and marshalling.</p> <p>Independently shunts and marshalls wagons in a yard.</p> <p>Provides diagrams and rosters staff.</p> <p>Provides customer service.</p> <p>On board services.</p>

OPERATIONS
SPECIALISATION RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 4	Division 1	<p>This level initiates optimisation of all work and builds on to knowledge, experience and skills base.</p> <p>Work at this level requires specialised knowledge and skills within the discipline.</p> <p>Work at this level is performed under limited direction within clear guidelines.</p> <p>Higher degrees of initiatives in accomplishing.</p> <p>Objectives may be required to be exercised at this level.</p>	<p>Work at this level may be self directed and focus on priorities.</p> <p>Independent action for completion of work may be exercised.</p> <p>Work at this level requires the application of specialist skills.</p> <p>Work at this level includes the selection and use of appropriate practices and procedures required to perform all tasks.</p> <p>Responsible for the output of others.</p>	<p>Ability to supervise and prioritise.</p> <p>Ability to take responsibility for groups in specialised functions.</p> <p>Sound level of communication skills required.</p> <p>Further skills may include training of operational employees.</p> <p>Well developed motor skills.</p> <p>Appropriate training to be determined.</p> <p>Current training job specific.</p>	<p>Selection and use of appropriate practices and procedures.</p> <p>Independent use of relevant technology and machinery eg. train movement.</p> <p>Use of communication skills interface with both internal and external clients.</p> <p>Rostering of staff.</p> <p>Station working.</p>

OPERATIONS
SPECIALISATION RUNG.

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 4	Division 2	Work at this level provides optimisation of acquired knowledge, experience and skills. Work level may require general direction in relation to task methodology and work practices in achieving results. Work level requires sound operational experience. High level of initiative may be demonstrated in accomplishing objectives.	Work at this level requires specialised knowledge within the discipline. Problem solving initiative is to be exercised focused upon priorities. Work at this level may include responsibility for training operational employees as well as involvement with staff to develop work performance. General direction may be provided at times.	Ability to supervise. Ability to set priorities and complete them. Ability to monitor work flow for achieving productivity & develop local strategies to allay problems. Ability to provide direction and training to subordinate staff. Sound liaison and communication skills. Flexibility to work in a variety of environments.	Supervise a work group or specialised function, eg. training of drivers. Operate as a member of a team. Independent use of technology and machinery eg. train movement. Production of reports and returns. Attend to contingency tasks eg. derailments etc.
					Rostering of staff.
					Appropriate level of training to be determined.

**OPERATIONS
SPECIALISATION RUNG**

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 4	Division 3	<p>This level optimises specialisation skills independently.</p> <p>Work level responsible for productivity in achieving workplace outputs.</p> <p>Work at this level is conducted independently.</p> <p>Broad guidance and advice may be needed for operational requirements.</p>	<p>Independent action may be exercised at this level.</p> <p>Work at this level will include the supervision of other staff.</p> <p>Scope exists for use of initiative in the application of guidelines, practices and procedures.</p>	<p>Ability to supervise work of others and set priorities.</p> <p>Competence to work under self direction.</p> <p>Ability to apply substantial theoretical knowledge and techniques.</p> <p>Ability to see tasks through to finalisation.</p>	<p>Supervise the work of an operational area or specialised function eg. station/freight operations.</p> <p>Report on standard of work.</p> <p>Training of subordinate staff.</p> <p>Rostering of staff.</p> <p>Independent use of technology and machinery eg. train control/movement.</p>

OPERATIONS

SPECIALISATION RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 4	Division 3	Work at this level requires specialised knowledge of complex practices, tasks and procedures. High level of initiative is required.		Well developed oral and written communication skills. Advanced skilled autonomous worker. Post trade or equivalent certificate. Appropriate training to be determined.	

**OPERATIONS
SUPERVISION RUNG**

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions Examples Only)
Opr Grade 5	Division 1	Officers at this level exercise independent managerial responsibility for small work places. Officers at this level of work must be conversant with the management of medium to large workplaces and require a level of competence to manage under direction. Responsibility at this level will reflect the size of the operational area.	Independent action for small sized work place may be exercised at this level. Work at this level may entail supervision of other staff. Guidance may be needed for medium and large work places. Autonomy and initiative will be required to accomplish objectives. Supervisory duties may include responsibility for standard of work.	Appropriate supervision and general management skills in addition to previous experience. Sound liaison and communication skills both oral and written. Flexibility to work effectively in a variety of situations, applications and environments. Ability to set priorities. Appropriate training to be determined.	Supervise work of operational and station staff eg. performance appraisal. Allocation of work & resources including budgeting and/or training of staff. Plan, direct & co-ordinate a small work area. Prepare draft reports. Train movement.

**OPERATIONS
SUPERVISION RUNG**

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 5	Division 2	Officers at this level of work must be conversant with the management of a large work place & have acquired a level of competence to manage it under direction. Work encompasses independent managerial responsibility for medium size workplace.	Independent decision making may be exercised at this level for a medium sized work place within constraints of management. Work under self direction focused under set priorities. This level supervises the work of other staff or engages in high level individual work.	Demonstrated ability to supervise and use appropriate practices and procedures required to perform tasks. Ability to use a high degree of technical or theoretical knowledge in combination with developed motor skills. Ability to provide direction and training including staff development.	Supervise, plan, direct, control work of group or specialised functions, eg. train control. Training of staff and development of training programmes. Allocation of resources, monitoring of work flow eg. imaginative rostering and budgeting. Setting of local plans in accordance with set objectives eg. on time running.

OPERATIONS

SUPERVISION RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr. Grade 5	Division 2	Work at this level requires a specialised knowledge of complex practices and procedures.	Responsibility for training operational employees as well as involvement with staff to develop work performance may be required. Work has a large managerial component.	A high level of communication skills both oral and written. Appropriate training to be determined.	Monitor quality output of work ie. performance indicators.

**OPERATIONS
SUPERVISION RUNG**

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr Grade 5	Division 3	<p>This is an established work oriented level requiring demonstrated capacity for self direction in adherence with established goals.</p> <p>Work at this level has a broad management element.</p> <p>Work reflects the size and complexity of the operations which may include responsibility for large complex work groups.</p>	<p>Independent action to be exercised within constraints set by management.</p> <p>Decisions impact on the day to day operations of the work area.</p> <p>Work has significant independent scope in the allocation of resources within constraints imposed by more senior levels.</p> <p>Discretion permitted within the boundaries of broad guidelines to achieve organisation goals.</p>	<p>Management responsibilities include ability to supervise staff and resources.</p> <p>High level of knowledge and awareness of area or group objectives including selection and use of appropriate techniques and equipment.</p> <p>Detailed knowledge of major activities of the work unit and knowledge of the organisation.</p>	<p>Management responsibilities including supervising staff, prioritising work ie. management of a large station.</p> <p>Provision of advice to staff on personal and career development, monitoring work flow and setting of strategic local plans including budgeting in accordance with core business objectives.</p> <p>Ensure quality output of the work unit or group eg. freight yard operation.</p>

OPERATIONS

SUPERVISION RUNG

Level	Designation	Work Level Description	Characteristics of the work	Skills, Attributes Education and Training	Task Descriptions (Examples Only)
Opr. Grade 5	Division 3	Predominantly a managerial position.	May undertake creative planning, design or supervisory functions.	<p>Ability to be able to develop staff and monitor resources.</p> <p>A higher level of liaison and communication skills.</p> <p>Ability to use a higher degree of technical or applied theoretical knowledge.</p> <p>Well developed motor skills.</p> <p>Appropriate training to be determined.</p>	<p>Assess and review the standard of work eg. provision of counselling.</p> <p>Ensure guidelines, rules, procedures and instructions are adhered to eg. all systems of safeworking.</p>