## professional officer classification assessment template (For use up to po5, but not po6)

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| Title of the duties to be assessed: | Work area: |
| Classification of new duties or Reclassification (initiated by either line manager or employee)?:  | Date of Reclassification application:  | Date assessment commenced: |
| Statement of primary purpose and main objectives of the duties: |
| Essential minimum professional qualification required: |
| Insert the Work Level Definitions statements in full for the proposed Work Level: |
| List the information sources and evidence utilised in this assessment: |
| Was discipline specific professional expertise utilised where necessary in the assessment process? If so, provide following details: |
| Name: | Title: | Professional qualification(s): |

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| Evidence based statements of the nature of the actual duties, as they are being carried out (or substantive statements of agency intent, where they are yet to be carried out) | Assign and state the appropriate Work Level Definition statement against each statement of actual duties:* General Overview
* Knowledge and Experience
* Operational outcomes
* Working Environment; and
* having regard to the requirement to test against more than one classification level
 | Assign the classification level for each Work Level Characteristic(s) or Work Level Definition statement cited | Comment/explanation if required |
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| If this is a Reclassification, has the applicant (line manager or employee) been provided with the completed template and Recommendation, prior to decision?: Date: |
| Classification level of the duties: | Approved/ Not Approved |
| Decision maker’s name: | Title  | Signature: | Date: |