

# Attachment 5 – Classification Standards: Technical Grades Stream

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## **TECHNICAL GRADES STREAM INFORMATION**

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All of the following information needs to be read and applied in conjunction with the Classification Standards: Classification Rules and Requirements (Attachment 3 of *Commissioner's Determination 5: Classification and Remuneration for Employees*).

### **Stream Description**

Describes the Stream and the nature of the work; designed to assist in correctly categorising duties.

The Technical Grades Stream consists of duties which may provide direct assistance to Professional Officers, Medical Scientists and Allied Health Professionals but which may also require employees to work autonomously. In a general sense, employees undertake or participate in technical project work which requires a level of applied knowledge and skill above that which can be generally gained by experience.

The Structure may be described as having, in a general sense, both Supervision/Management and Practitioner/Specialist operations. It is recognised that many sets of duties will, to varying degrees, reflect aspects of each. For classification purposes, duties may be compared with either or both in order to establish an appropriate relativity for classification purposes.

### **Stream Work Level Definitions and Functional Characteristics**

Describes the main characteristics of each of the five levels of work in the two structural sections of the Stream, namely Practitioner/Specialist Operations and Supervision/Management Operations. However, not all the work level definitions or characteristics at each level will necessarily apply to a particular set of duties, to be undertaken by one person.

### **Supervision Within the Stream**

Elements of Supervision/Management responsibilities may be evident in duties at TGO2 level and above. However, duties classified as Technical Officer, Unqualified and Technical Officer, Grade I (TGO0 and TGO1) may be required to undertake some work-group leadership intermittently.

## **PRACTITIONER/SPECIALIST OPERATIONS**

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### **Functional Characteristics**

The following are examples of the range of functions which may be undertaken by employees in the Technical Grades Stream, to be taken into account in the classification process. This is not intended to be exhaustive, and technological advances may give rise to other functions which may be required by employing agencies:

- the design, planning, co-ordination and implementation of technical assignment
- the provision of feasibility investigations
- the provision and maintenance of information service
- the provision of design, research and development service
- the monitoring of compliance with regulations
- the provision of cost estimates
- the preparation of tender and contract documentation
- the provision of cost planning services
- the design and manufacture of equipment
- the provision of technical support services
- the provision of specialist advisory services
- the safety of technical equipment areas
- the preparation of technical documentation
- the inspection of technical aspects of facilities/concepts/plans
- the maintenance of data bases and information files
- the identification of service deficiencies
- the preparation of technical/administrative reports
- the administration of technical aspects of statutes
- the inspection of completed work/equipment/vehicles/vessels
- the application of analytical methods and procedures
- the conduct of surveys
- the inventory of resources

- the control of standards
- the production of artwork
- the preparation of statutory definitions
- the acquisition of technical equipment and materials
- the utilisation of computing techniques
- the issue of technical documentation
- the maintenance of equipment

### **Stream Work Level Definitions – Practitioner/Specialist Levels**

Practitioner/Specialist responsibilities may occur at all levels within the structure, and may be evident in any discipline. However, the work available and the organisational relationships may not warrant the use of all levels in some disciplines.

Technical Grades duties relevant to Practitioner/Specialist Operations, require the exercise of responsibilities which, by their nature, are characteristic of the respective classification levels, and which collectively constitute the rationale for the total structure. These include:

#### **Technical Officer Grade 1 (TGO1) and Unqualified (TGO0)**

Those duties which require expertise, experience and technical skills to apply standardised practices and procedures in the conduct of a range of technical activities. This allows the incumbent to develop abilities either as a broadly based technical practitioner within a single discipline, or in a particular aspect of a single discipline. Activities at this level may be undertaken on an individual basis, or as the ad hoc project leader of a small team, and will include a requirement to exercise knowledge of the theory of the discipline.

#### **Technical Officer Grade 2 (TGO2)**

Those duties which demand expertise and experience in a discrete technical discipline to determine which standard practices and procedures should be used and applied in the conduct of technical operations. Specialisation in a single discipline is likely to be evident and issues encountered involve the application of technical judgement. In some duties, however, the work performed may span more than one discipline either as an individual operator or within a team, or may lead project teams on minor technical projects. They may provide reports and recommendations to management on technical suitability of equipment, procedures, processes and results.

#### **Technical Officer Grade 3 (TGO3)**

Those duties which demand technical knowledge and experience to determine and develop standardised methodology and to adhere to proven techniques in the provision of technical services. Significant technical responsibilities may be exercised either on an individual basis or as a discrete 'specialist' within a multi-discipline team, or performed as a senior member of a single discipline project team with various levels of subordinate complexity.



### **Technical Officer Grade 4 (TGO4)**

Those duties which demand proven technical expertise and competence to develop appropriate methodology and apply proven techniques in the provision of specialised technical services. There is likely to be a requirement at this level for the exercise of significant levels of initiative in the accomplishment of technical objectives which may

be either on an individual basis as a recognised specialist, or as a senior specialist within a multi-discipline or multi-category operation.

### **Technical Officer Grade 5 (TGO5)**

Those duties which demand technical knowledge, expertise and experience to determine technical objectives and priorities, and to conduct technical support programs and subprograms within the framework of divisional operating programs. This expertise may be exercised consultatively, and/or executively, and may include the ongoing evaluation and the development/revision of methodology and techniques and/or the application of high level analytical skills in the attainment and satisfying of technical objectives.

## **SUPERVISION/MANAGEMENT OPERATIONS**

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### **Functional Characteristics**

For the purposes of these work level definitions, line supervision, and management, includes determination of priorities and the allocation of work, delegated authority for leave matters, responsibility for discipline matters, staff performance and ongoing staff development. In addition, the following are examples of the functions undertaken by employees in the Technical Grades Stream, to be taken into account in the classification process. Clearly this is not intended to be exclusive, nor would any one set of duties realistically incorporate all:

- the co-ordination of technical operations
- the planning of workflow within a technical environment to achieve an end result
- the direction of technical employees and technical support personnel to contribute to the achievement of the end result/operations
- the organisation of staff/physical/financial resources to undertake technical work and/or contribute to the achievement of technical objectives
- the evaluation of technical operations/contributions
- the oversight of technical activities
- the management of projects
- the supervision of work programs/contracts/activities
- the administration of contracts/programs
- the co-ordination/control of technical/non-technical staff
- the management of field camps

### **Stream Work Level Definitions – Supervision/Management Levels**

Technical Grades duties relevant to Supervision/Management, require the exercise of responsibilities which, by their nature, are characteristic of the respective classification levels, and which collectively constitute the rationale for the total structure. These include:

#### **Technical Officer Grade 2 (TGO2)**

Those duties which demand expertise, experience and technical skills to undertake supervisory responsibilities as a senior within a technical section. These responsibilities may constitute specialist technical services in support of research, project and/or operational programs.

#### **Technical Officer Grade 3 (TGO3)**

Those duties which demand discipline skills and supervision/management abilities exercised within a multi-purpose or multi-discipline environment, or in a major single function operation.



### **Technical Officer Grade 4 (TGO4)**

Those duties which demand managerial expertise exercised in the control of either a major single-discipline organisation, or a multi-discipline operation. This will generally involve the planning, direction, control and evaluation of technical operations and may include providing analyses and interpretations of results to management.

### **Technical Officer Grade 5 (TGO5)**

Those duties which demand high levels of managerial expertise and competence to co-ordinate and direct a variety of technical programs. This may entail determining technical service standards and priorities (generally in conjunction with professional staff) within operational directives and the constraints of resources. Duties at this level are generally that of the recognized head of a major work group/production operation within the organisation.

## **ADDITIONAL CLASSIFICATION INFORMATION**

To assist in the classification and reclassification process, agencies and employees may wish to utilise existing job and person specifications/role statements from the relevant discipline. However, as with Functional Statements examples, the purpose of such information is to inform the fact finding process and not be utilised for the comparative assessment; that is, to complement, but not over ride, the Stream Work Level Definitions, upon which the classification is properly based.

## **QUALIFICATIONS**

### **Entry Level**

For assignment or reassignment into the Technical Officer Unqualified (TGO0) level, the employee must have previously satisfied the educational standards for entry into a course of study leading to a qualification of, at least, an approved and relevant Certificate level course; that is a 'Recognised Qualification'.

NB: Trade and post trade qualifications are not considered to be of a standard approximating that of a Recognised Qualification.

### **Recognised Qualifications**

It is incumbent upon the chief executive of the employing agency to identify the appropriate, current Recognised Qualification required as the prerequisite for particular Technical Grade duties in that agency.

The determination as to which particular qualification is appropriate for which classification level will depend on the requirements of the particular field of operations or discipline. It is critical to the success of this process, and the integrity of the classification system, that operational requirements and advice from operational management take precedence in ensuring qualifications are relevant, current and fit for purpose. Where not already provided for, a particular qualification will need to be identified and stated as part of the duties classification assessment process.

## **ASSIGNMENT/REASSIGNMENT**

### **Assignment requirements**

An employee shall be assigned or reassigned to Technical Grades duties at levels other than TGO0 provided they:

(a) possess a Recognised Qualification approved as being appropriate to those duties;

**or**

(b) possess other appropriate qualifications (including those attained interstate or overseas) assessed by the chief executive of the employing agency as equivalent in content and standard to a Recognised Qualification (such as completion of a tertiary course);

**or**

(c) are considered to hold an alternative 'qualification package' as assessed by the chief executive of the employing agency such that they:

(i) possess an appropriate, technically relevant, post secondary qualification (including those attained interstate or overseas) of a standard approximating that of a Recognised Qualification.

**and**

(i) have at least six years of relevant technical experience (not necessarily continuous), of which three have been spent in a field of work closely related to the functions of the discipline(s) within a Career Group.

### **Assignment by exception**

Assignment, reassignment or progression under clauses (b) and (c) must be determined by the chief executive or delegate.

For the purposes of determining the acceptability of an "appropriate, technically relevant, post secondary qualification(s)", the following guidelines are to be taken into account by the delegate:

(1) The qualification has been completed;

**and**

(2) is directly relevant to the duties;

**and**

(3) is required by the agency in the performance of those duties.

An employee will need to satisfy all **three** of the above or else provide a written rationale for "special consideration" by the delegate.

### **Progression from TGO0**

Employees may progress to the TGO1 level by progression from TGO0 subject to:

(a) the level of work of the duties being equivalent to that identified in the TGO0/1 level benchmarks, and that level of work being available on a continuing basis;

(b) the Assignment Requirements, as specified above, (i.e. either (a), (b) or (c)), being satisfied;  
and

(c) where considered to be potentially eligible under the Assignment Requirements rules, part (c), the employee has served a period of at least twelve months at the maximum of the TGO0 level.