

Job Details Printout

JOB TITLE:

Vetting Administrator: National Benchmark 04 September 2007

JOB ID : VA

DATE : 04/09/2007

NO IN JOB : 1

NON BENCHMARK

DEPARTMENT/PROVINCE:

COMPONENT:

LOCATION:

CORE TITLE:

NAME:

JOB CODE:

ADDITIONAL INFORMATION

RP - 7

TD - 6

KN - 4

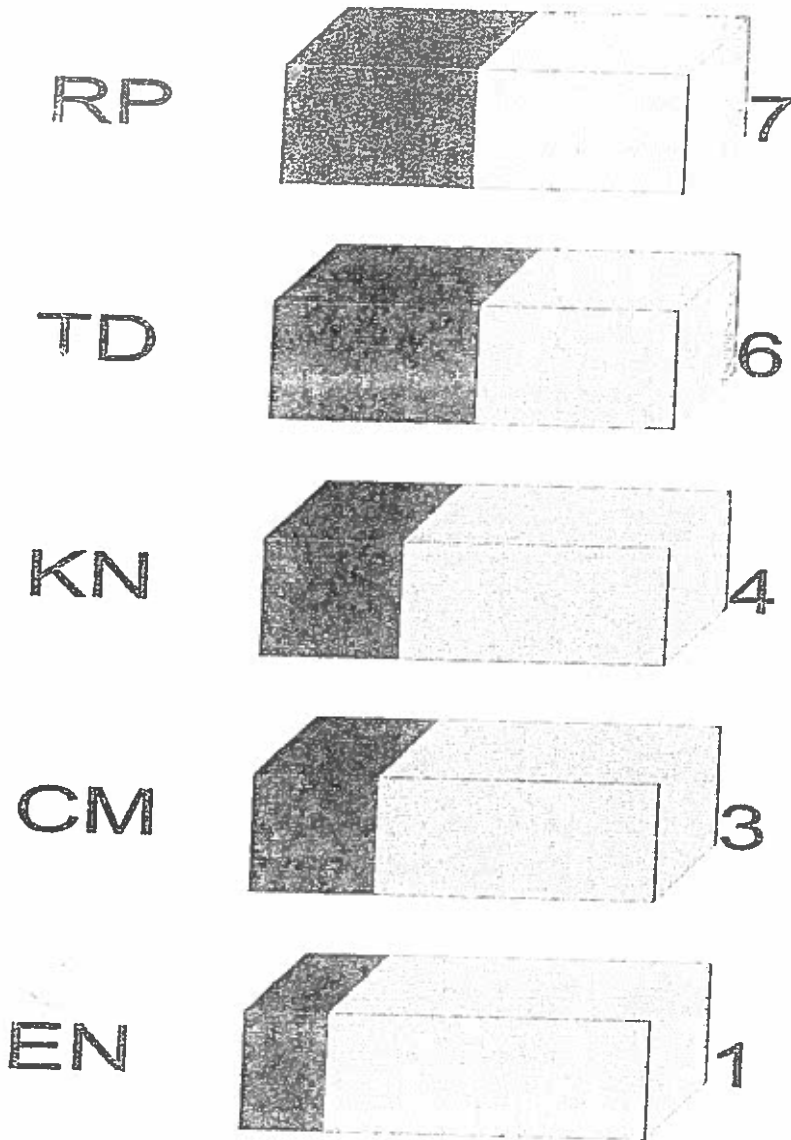
CM - 3

EN - 1

SCORE - 403.30

GRADE - 6+

Profile Level Graph for Vetting Administrator: National Benchmark 04 September 2007



RESPONSIBILITY  
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Human Resources

The postholder is not required to manage staff.

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Office (PC, photocopier, OHP etc)

The nature of the involvement is:

- Use or shared use
- Repair & maintenance (e.g. health and safety)

The value of the equipment described above is:

- Medium - R(thousands)

Stores & Livestock

The postholder is responsible for the following stores/livestock:

- Stationery
- Miscellaneous stores

The value of stores/livestock is:

- R thousands

The postholder's responsibility covers:

- Uses stores
- Issues stores
- Orders stores

Land & Buildings

The postholder does not have any responsibility for premises.

Autonomy

Core responsibilities of the job from List 1 are:

- General clerical/administrative
- Specialist clerical/administrative
- Typing and secretarial

Core responsibilities of the job from List 2 are:

- Policy analysis and development

The structure of the job is best described as:

- Work content straightforward but requires some interpretation

#### Advisory Responsibility

The postholder is required to provide the following advice:

- Procedural.....Standard
- Technical/policy to colleagues.....Standard
- Technical/policy to staff at a higher level.....Standard
- Technical/policy to outside the Public Service.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

The advice does not relate to a statutory function for which the Public Service is responsible.

#### Impact

postholder's work directly influences:

- Own section.....Extensive
- Own division.....Extensive
- Own directorate.....Moderate
- Own department.....Limited
- Other departments.....Limited

The type and extent of the post's impact is:

- Provision of poor advice to senior managers/colleagues....Moderate
- Impact on Public Service policy/line.....Limited

#### Work Errors

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Highly confidential or sensitive data

The majority of errors would be detected:

- Within the department/province

The consequence of error is:

- Could involve time and or cost to correct

Errors are detected:

- Within the week

INKING DEMANDS

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Understanding Job Info

The job information received/issues considered usually concern:

- Several closely related subject areas

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Standard
- Procedural.....Standard
- Technical/professional.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

The information available to the postholder is:

- Partially incomplete

The postholder is required to carry out the following analysis on information:

- Gather relevant information.....Frequently
- Analyse information and form conclusions.....Frequently
- Present results of analysis.....Frequently

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Always
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Usually
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

The following best describes the majority of conclusions made by the postholder:

- Range of options

Problem solving that is subject to deadlines are:

- Immediate.....Frequent
- Daily.....Frequent
- Weekly.....Infrequent
- Monthly.....Infrequent

Planning

The postholder's planning impacts the following areas:

- Own division

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures

Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Planning/organising own work
- Resolving most job problems without assistance (moderate level of autonomy)
- Resolving job problems referred by others
- Recommending minor changes to policy

Creativity

The level of innovation/creativity required is:

- Basic.....On an individual basis
- Adaptive/Limited.....As part of a Team

KNC EDGE

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Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Deep knowledge of a narrow range of activities

Prior Experience

The post is NOT an entry level post.

The method of promotion to the post is:

- Post

The postholder requires the following experience before entering the post:

- Clerical/administrative.....3-5 years

Qualifications

The following minimum qualification is required for the post:

- Diploma

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Basic
- Typing.....Basic
- Language skills.....Basic

No specific skills are required for the job from List 2.

COMMUNICATION

-----  
Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Daily
- Senior Management.....Monthly
- Other Departments.....Monthly

Additional contacts are:

- Private Sector Organisations.....Monthly
- General Public.....Monthly
- Academic Institutions.....Occasionally

C Quality of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Standard
- Procedural information.....Standard
- Technical/professional.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring .....Daily helpfulness and politeness
- Providing or obtaining information requiring simple ...Daily explanation
- Providing or obtaining information requiring .....Weekly difficult explanation
- Providing or obtaining sensitive information .....Monthly requiring tact and diplomacy, e.g. through interviews
- Influencing skills.....Monthly

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Weekly
- Complex notes/memos.....Monthly
- Complex letters/press releases.....Occasionally

ENVIRONMENT

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Physical Environment

List 1: The majority of work is carried out in:

- Office

The postholder is subject to the following hostile or violent situations:

- Verbal abuse.....Occasionally

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Prolonged use of computer.....Weekly

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Occasionally

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.

(Vetting Administrator: National Benchmark 04 September 2007)



Job Details Printout

ANNEXURE B

JOB TITLE:

Vetting Investigator (Entry level)

JOB ID

: VI: V

DATE : 05/11/2007

NO IN JOB

: 1

NON BENCHMARK

DEPARTMENT/PROVINCE:

COMPONENT:

LOCATION:

CORE TITLE:

NAME:

JOB CODE:

ADDITIONAL INFORMATION

RP - 7

PD - 6

CN - 4

CM - 4

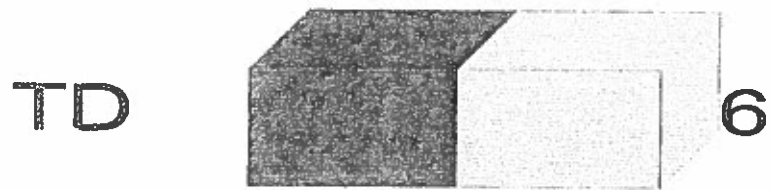
EN - 2

SCORE - 438.30

GRADE - 7

**SOUTH AFRICAN PUBLIC SERVICE**

**Profile Level Graph for Vetting Investigator (Entry level)**



RESPONSIBILITY

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Human Resources

The postholder is not required to manage staff.

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Office (PC, photocopier, OHP etc)

The nature of the involvement is:

- Use or shared use
- Repair & maintenance (e.g. health and safety)

The value of the equipment described above is:

- Medium - R(thousands)

Stores & Livestock

The postholder is not responsible for stores and livestock.

Land & Buildings

The postholder does not have any responsibility for premises.

Autonomy

Core responsibilities of the job from List 1 are:

- General clerical/administrative
- Specialist clerical/administrative

Core responsibilities of the job from List 2 are:

- Policy analysis and development

The structure of the job is best described as:

- Complex work content requiring occasional interpretation

Advisory Responsibility

The postholder is required to provide the following advice:

- Procedural.....Advanced
- Technical/policy to colleagues.....Advanced
- Technical/policy to staff at a higher level.....Advanced
- Technical/policy to outside the Public Service.....Advanced
- Department policy/strategy.....Advanced
- Public Service policy/strategy.....Advanced

Job Report - Vetting Investigator (Entry level)

The advice does not relate to a statutory function for which the Public Service is responsible.

Impact

The postholder's work directly influences:

- Own section.....Moderate
- Own division.....Moderate
- Own directorate.....Moderate
- Own department.....Moderate

The type and extent of the post's impact is:

- Legal.....Limited
- Provision of poor advice to senior managers/colleagues....Moderate
- Impact on Public Service policy/line.....Moderate

Work Errors

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity
- Highly confidential or sensitive data

The majority of errors would be detected:

- Within the section

The consequence of error is:

- Could involve time and or cost to correct

Errors are detected:

- Within the month

THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

- Several closely related subject areas

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Standard
- Procedural.....Standard
- Technical/professional.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

The information available to the postholder is:

- Partially incomplete

The postholder is required to carry out the following analysis on information:

- Gather relevant information.....Frequently
- Analyse information and form conclusions.....Frequently
- Present results of analysis.....Frequently

#### Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Always
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Usually
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

The following best describes the majority of conclusions made by the postholder:

- Range of options

Problem solving that is subject to deadlines are:

- Immediate.....Infrequent
- Daily.....Infrequent
- Weekly.....Frequent
- Monthly.....Frequent

#### Planning

The postholder's planning impacts the following areas:

- The postholder's own work only
- Own section
- Own division

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures

#### Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Planning/organising own work
- Resolving most job problems with assistance (limited autonomy)
- Resolving job problems referred by others
- Recommending minor changes to policy

#### Creativity

The level of innovation/creativity required is:

Job Report - Vetting Investigator (Entry level)

- Adaptive/Limited.....On an individual basis
- Adaptive/Significant.....As part of a Team

KNOWLEDGE

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Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Knowledge of a wide range of work procedures and or processes

Prior Experience

The post is NOT an entry level post.

The method of promotion to the post is:

- Post

The postholder does not require any prior experience before entering the post.

Qualifications

The following minimum qualification is required for the post:

- Degree

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Basic
- Driving.....Basic
- Typing.....Basic
- Language skills.....Basic

The following specific skills are required for the job:

- Detective skills.....Basic

COMMUNICATION

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Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily

Job Report - Vetting Investigator (Entry level)

- Management.....Daily
- Senior Management.....Monthly
- Other Departments.....Weekly

Additional contacts are:

- Private Sector Organisations.....Weekly
- General Public.....Monthly
- Academic Institutions.....Occasionally

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Standard
- Procedural information.....Standard
- Technical/professional.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring .....Daily helpfulness and politeness
- Providing or obtaining information requiring simple ...Daily explanation
- Providing or obtaining information requiring .....Weekly difficult explanation
- Providing or obtaining sensitive information .....Weekly requiring tact and diplomacy, e.g. through interviews
- Influencing skills.....Monthly

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Weekly
- Complex notes/memos.....Monthly

ENVIRONMENT

Physical Environment

List 1: The majority of work is carried out in:

- Office

The postholder is subject to the following hostile or violent situations:

- Verbal abuse.....Occasionally

Job Report - Vetting Investigator (Entry level)

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Driving.....Weekly

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Monthly

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.

(Vetting Investigator (Entry level))



**ADDITION TO IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR VETTING FIELDWORK UNITS (VFUs) - VETTING INVESTIGATOR/OFFICER**

**NOTE:**

The following guidelines serve as an addition to the guidelines addressed to departments as Annexure C to DPSA letter 1/6/5/4 dated 18 April 2008. These guidelines should therefore be utilized together with the above-mentioned Annexure C and are only applicable to serving Vetting Investigators/Officers who are already in the employ of the affected/identified departments:

1. As a transitional measure, all serving employees who were absorbed into grade level 7 in terms of the guidelines provided under cover of the DPSA's letter dated 18 April 2008 who do not meet the new minimum appointment requirements of NQF 6 should remain at their current grade (i.e. Grade level 7) but should not qualify for career progression within the Vetting occupation (for example, to be appointed as Senior Vetting Investigator/Officer) until they have met the minimum (qualification) requirement for appointment as Senior Vetting Investigator/Officer, notwithstanding the appropriate experience that they may possess.
2. NIA may assist competent employees (identified by employing departments) who undergo NIA training courses to pass the modules (departments should approach NIA if they require such assistance for their (serving) employees). Such assistance may involve mechanisms such as bridging courses etc.

In short, the above guidelines only relate to the application of the "new" minimum appointment requirements, i.e. qualifications, and therefore should not be utilised to replace the guidelines contained in Annexure C to DPSA letter 1/6/5/4 dated 18 April 2008.

04/02/2007

Job Details Printout

JOB TITLE:

Senior Vetting Investigator: Vetting National Benchmark: 04 September 2007

JOB ID : SVI DATE : 04/09/2007

NO IN JOB : 1 NON BENCHMARK

DEPARTMENT/PROVINCE:

COMPONENT:

LOCATION:

CORE TITLE:

NAME:

JOB CODE:

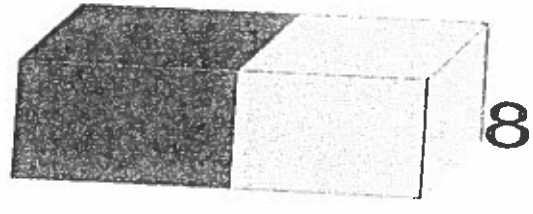
ADDITIONAL INFORMATION

RP - 8  
TD - 8  
KN - 6  
CM - 6  
EN - 3

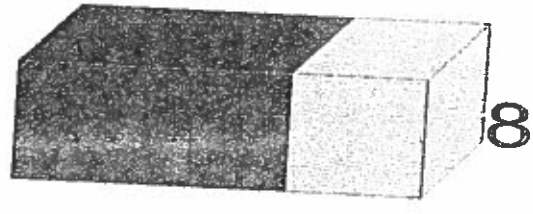
SCORE - 571.62  
GRADE - 9+

Profile Level Graph for Senior Vetting Investigator: Vetting National Benchmark 04 Septerr

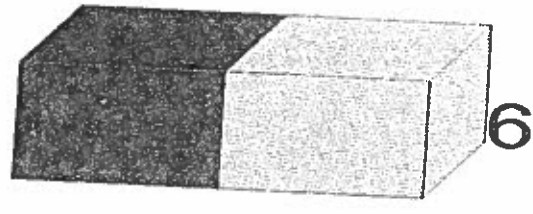
RP



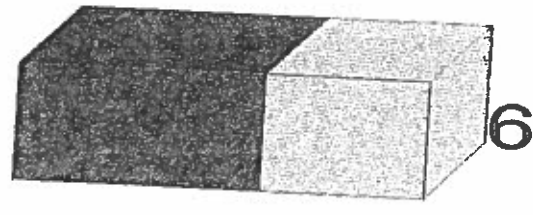
TD



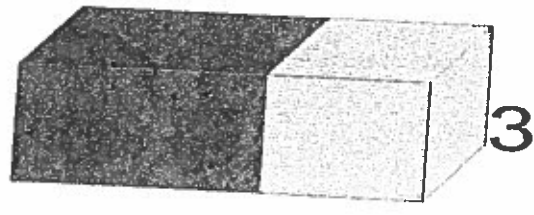
KN



CM



EN



RESPONSIBILITY

Human Resources

The postholder DIRECTLY manages the following staff:

- Administrative..... 1

The postholder has the following authority over these staff:

- General supervision and/or appraisal
- Authorising work (quality control and final sign off)
- Technical advice and guidance
- Formal disciplinary authority
- Training/development

The post holder is not required to indirectly manage more than 1000 staff.

The postholder INDIRECTLY manages the following staff:

- Administrative.....1 - 5

In addition to the above, the postholder is required to oversee or manage the following staff:

- Occasionally.....0 - 5 staff

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Office (PC, photocopier, OHP etc)

The nature of the involvement is:

- Use or shared use
- Repair & maintenance (e.g. health and safety)

The value of the equipment described above is:

- Medium - R(thousands)

Stores & Livestock

The postholder is not responsible for stores and livestock.

Buildings

The postholder does not have any responsibility for premises.

Company

The responsibilities of the job from List 1 are:

- General clerical/administrative
- Specialist clerical/administrative

Core responsibilities of the job from List 2 are:

- Policy analysis and development
- Project management

The structure of the job is best described as:

- Complex work content requiring frequent interpretation within an established framework

Advisory Responsibility

The postholder is required to provide the following advice:

- Procedural.....Advanced
- Technical/policy to colleagues.....Advanced
- Technical/policy to staff at a higher level.....Advanced
- Technical/policy to outside the Public Service.....Advanced
- Department policy/strategy.....Expert
- Public Service policy/strategy.....Expert

The advice does not relate to a statutory function for which the Public Service is responsible.

Impact

The postholder's work directly influences:

- Own section.....Extensive
- Own division.....Extensive
- Own directorate.....Extensive
- Own department.....Extensive

The type and extent of the post's impact is:

- Legal.....Limited
- Provision of poor advice to senior managers/colleagues....Extensive
- Impact on Public Service policy/line.....Extensive

Work Errors

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity
- Highly confidential or sensitive data

The majority of errors would be detected:

- Within the division

The consequence of error is:

- Significant impact, difficult to detect and costly to correct

Errors are detected:

- Within the month

THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

- Wide ranging but related subjects, within an established framework

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Complex
- Procedural.....Complex
- Technical/professional.....Complex
- Department policy/strategy.....Complex
- Public Service policy/strategy.....Complex

The information available to the postholder is:

- Always incomplete

The postholder is required to carry out the following analysis on information:

- Gather relevant information.....Frequently
- Analyse information and form conclusions.....Frequently
- Present results of analysis.....Frequently
- Identify areas for analysis and outputs required.....Frequently
- Judges the significance of the analysis.....Frequently

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Always
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Usually
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

The following best describes the majority of conclusions made by the postholder:

- Complex

Problem solving that is subject to deadlines are:

- Immediate.....Infrequent
- Daily.....Infrequent
- Weekly.....Frequent
- Monthly.....Frequent

ning

The postholder's planning impacts the following areas:

- The postholder's own work only
- Own section
- Own division
- Own directorate

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures
- Project planning

Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Planning/organising own work
- Resolving most job problems without assistance (moderate level of autonomy)
- Resolving job problems referred by others
- Authorising actions by others
- Controlling projects
- Recommending actions requiring minor resource commitment by others
- Recommending minor changes to policy

Creativity

The level of innovation/creativity required is:

- Adaptive/Limited.....On an individual basis
- Adaptive/Significant.....As part of a Team

KNOWLEDGE

Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Deep knowledge of a narrow range of activities

Prior Experience

The post is NOT an entry level post.

The method of promotion to the post is:

- Post

The postholder requires the following experience before entering the post:

- Clerical/administrative.....3-5 years

Qualifications

The following minimum qualification is required for the post:

- Degree

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Basic
- Driving.....Basic
- Typing.....Basic
- Language skills.....Intermediate
- Project management.....Basic

The following specific skills are required for the job:

- Detective skills.....Basic
- Diplomacy.....Basic

COMMUNICATION

Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Daily
- Senior Management.....Weekly
- Other Departments.....Weekly

Additional contacts are:

- Private Sector Organisations.....Weekly
- General Public.....Monthly
- Academic Institutions.....Occasionally
- International Organisations.....Occasionally

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Complex
- Procedural information.....Complex
- Technical/professional.....Complex
- Department policy/strategy.....Complex
- Public Service policy/strategy.....Complex

Global Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring .....Daily



- helpfulness and politeness
- Providing or obtaining information requiring simple ...Daily explanation
- Providing or obtaining information requiring .....Daily difficult explanation
- Providing or obtaining sensitive information .....Weekly requiring tact and diplomacy, e.g. through interviews
- Motivational skills.....Monthly
- Influencing skills.....Weekly
- Formal presentation skills/public speaking.....Occasionally
- Negotiation skills.....Occasionally

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Daily
- Complex notes/memos.....Weekly
- Complex letters/press releases.....Monthly
- Complex reports/technical papers.....Monthly

ENVIRONMENT

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Physical Environment

List 1: The majority of work is carried out in:

- Office

The postholder is subject to the following hostile or violent situations:

- Verbal abuse.....Occasionally

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Prolonged use of computer.....Daily
- Driving.....Weekly

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Weekly
- Week-end working.....Monthly
- Travel on business outside normal hours.....Weekly
- Working away from base (overnight).....Weekly

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.

Senior Vetting Investigator: Vetting National Benchmark 04 September 2007

(Senior Vetting Investigator: Vetting National Benchmark 04 September 2007)

JOB TITLE:

Vetting Supervisor: National Benchmark 04 September 2007

JOB ID : VS

DATE : 04/09/2007

NO IN JOB : 1

NON BENCHMARK

DEPARTMENT/PROVINCE:

COMPONENT:

LOCATION:

CORE TITLE:

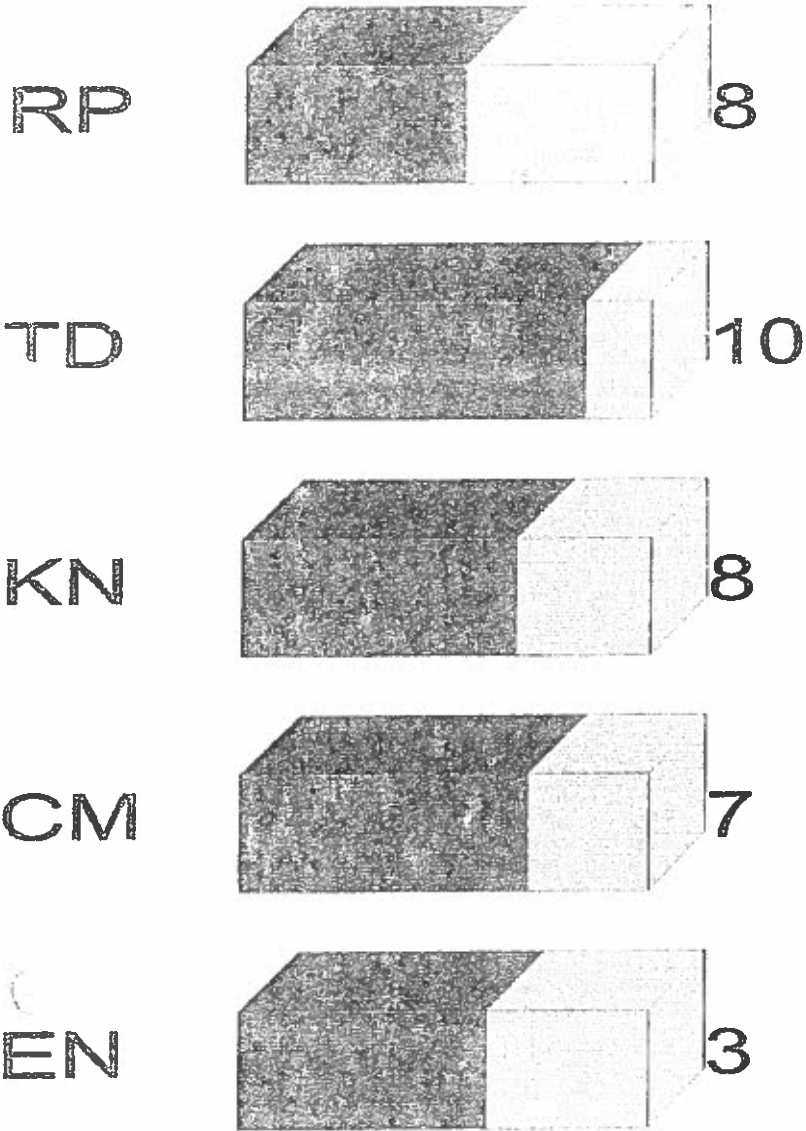
NAME:

JOB CODE:

ADDITIONAL INFORMATION

RP - 8  
TD - 10  
KN - 8  
CM - 7  
EN - 3

SCORE - 669.94  
GRADE - 11+



RESPONSIBILITY

-----

Human Resources

The postholder DIRECTLY manages the following staff:

- Administrative..... 1
- Management..... 6

The postholder has the following authority over these staff:

- General supervision and/or appraisal
- Authorising work (quality control and final sign off)
- Technical advice and guidance
- Formal disciplinary authority
- Training/development
- Establishment control and planning
- Section management

The post holder is not required to indirectly manage more than 1000 staff.

The postholder INDIRECTLY manages the following staff:

- Administrative.....1 - 5
- Management.....1 - 5

In addition to the above, the postholder is required to oversee or manage the following staff:

- Occasionally.....0 - 5 staff

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Office (PC, photocopier, OHP etc)

The nature of the involvement is:

- Use or shared use
- Repair & maintenance (e.g. health and safety)
- Control of use by others
- Major influence on buying decisions

The value of the equipment described above is:

- Medium - R(thousands)

Stores & Livestock

The postholder is responsible for the following stores/livestock:

- Stationery
- Printing Supplies

- Miscellaneous stores

The value of stores/livestock is:

- R tens of thousands

The postholder's responsibility covers:

- Uses stores
- Issues stores
- Orders stores

Land & Buildings

The postholder does not have any responsibility for premises.

Autonomy

Core responsibilities of the job from List 1 are:

- General clerical/administrative
- Specialist clerical/administrative
- Staff supervision
- Staff management

Core responsibilities of the job from List 2 are:

- Policy analysis and development
- Project management

The structure of the job is best described as:

- Complex work content requiring frequent interpretation within an established framework

Advisory Responsibility

The postholder is required to provide the following advice:

- Procedural.....Expert
- Technical/policy to colleagues.....Expert
- Technical/policy to staff at a higher level.....Expert
- Technical/policy to outside the Public Service.....Expert
- Department policy/strategy.....Expert
- Public Service policy/strategy.....Expert

The advice does not relate to a statutory function for which the Public Service is responsible.

Impact

The postholder's work directly influences:

- Own section.....Extensive
- Own division.....Extensive
- Own directorate.....Extensive
- Own department.....Extensive
- Other departments.....Moderate
- Whole of the Public Service.....Limited

The type and extent of the post's impact is:

- Legal.....Moderate
- Provision of poor advice to senior managers/colleagues...Extensive
- Impact on Public Service policy/line.....Extensive
- Provision of poor advice to Minister.....Limited

Work Errors

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity
- Highly confidential or sensitive data
- Confrontational situations

The majority of errors would be detected:

- Within the directorate

the consequence of error is:

- Significant impact, difficult to detect and costly to correct

Errors are detected:

- Within the month

THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

- Wide ranging but related subjects, within an established framework

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Complex
- Procedural.....Complex
- Technical/professional.....Complex
- Department policy/strategy.....Complex
- Public Service policy/strategy.....Complex

The information available to the postholder is:

- Mostly incomplete

The postholder is required to carry out the following analysis on information:

- Gather relevant information.....Frequently
- Analyse information and form conclusions.....Frequently
- Present results of analysis.....Frequently
- Identify areas for analysis and outputs required.....Frequently

- Judges the significance of the analysis.....Frequently

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Usually
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Usually
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

The following best describes the majority of conclusions made by the postholder:

- Complex

Problem solving that is subject to deadlines are:

- Immediate.....Infrequent
- Daily.....Infrequent
- Weekly.....Frequent
- Monthly.....Frequent

Planning

The postholder's planning impacts the following areas:

- The postholder's own work only
- Own section
- Own division
- Own directorate

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures
- Resource allocation
- Project planning
- National Department strategic planning

Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Adjust issued work sequences
- Planning/organising own work
- Planning and prioritising the work of others
- Resolving most job problems without assistance (moderate level of autonomy)
- Resolving job problems referred by others
- Authorising actions by others
- Recommend/decide on change
- Controlling projects
- Recommending actions requiring major resource commitment by others
- Recommending minor changes to policy
- Recommending major change to policy

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The level of innovation/creativity required is:

- Adaptive/Significant.....On an individual basis
- Creative/Significant.....As part of a Team

KNOWLEDGE

Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Deep knowledge of a narrow range of activities

Prior Experience

The post is NOT an entry level post.

The method of promotion to the post is:

- Post

The postholder requires the following experience before entering the post:

- Management.....6-10 years

Qualifications

The following minimum qualification is required for the post:

- Degree

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Intermediate
- Driving.....Basic
- Typing.....Basic
- Language skills.....Intermediate
- Project management.....Basic

The following specific skills are required for the job:

- Detective skills.....Basic
- Diplomacy.....Basic
- Strategic planning.....Basic

COMMUNICATION

Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Daily
- Senior Management.....Daily
- Legal practitioners (e.g. attorneys, magistrates, .....Occasionally judges)
- Other Departments.....Daily
- Political office bearer (e.g. Ministers, Premier, .....Occasionally MEC)

Additional contacts are:

- Private Sector Organisations.....Weekly
- General Public.....Monthly
- Academic Institutions.....Occasionally
- International Organisations.....Occasionally

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Complex
- Procedural information.....Complex
- Technical/professional.....Complex
- Relationship management.....Standard
- Department policy/strategy.....Complex
- Public Service policy/strategy.....Complex

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring .....Daily helpfulness and politeness
- Providing or obtaining information requiring simple ...Daily explanation
- Providing or obtaining information requiring .....Daily difficult explanation
- Providing or obtaining sensitive information .....Weekly requiring tact and diplomacy, e.g. through interviews
- Motivational skills.....Daily
- Influencing skills.....Daily
- Formal presentation skills/public speaking.....Monthly
- Negotiation skills.....Monthly

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Daily
- Complex notes/memos.....Daily
- Complex letters/press releases.....Weekly
- Complex reports/technical papers.....Monthly

ENVIRONMENT

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Physical Environment

List 1: The majority of work is carried out in:

- Office

The postholder is subject to the following hostile or violent situations:

- Verbal abuse.....Monthly

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Prolonged use of computer.....Daily
- Driving.....Monthly

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Daily
- Week-end working.....Weekly
- Travel on business outside normal hours.....Weekly
- Working away from base (overnight).....Weekly

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.

(Vetting Supervisor: National Benchmark 04 September 2007 )