



## Position Core Responsibilities & Salary Guide

Level 8	Level 7	Level 6	Level 5	Level 4	Level 3
\$176,848 - \$191,526	\$156,643 - \$167,423	\$134,912 - \$148,683	\$117,787 - \$128,731	\$107,276 - \$112,589	\$96,812 - \$103,930
<b>Salary Range is per annum and is inclusive of Employer Superannuation Contribution at 12%</b>					
<b>Position Core Responsibilities – Information Guide Only</b>					
<ul style="list-style-type: none"> <li>• Leads a function and a team in the delivery of the function</li> <li>• Has a strategic focus</li> <li>• Develops business plans and is responsible for their implementation</li> <li>• Engages with stakeholders and builds relationships</li> <li>• Facilitates cooperation and partnerships within and outside the organisation</li> <li>• Identifies and manages risks</li> <li>• Engages with Executives</li> <li>• Influences and negotiates high level outcomes</li> <li>• Represents the organisation externally</li> <li>• Communicates expected outcomes.</li> <li>• Encourages and supports team development</li> <li>• Leads by example</li> </ul>	<ul style="list-style-type: none"> <li>• Is a subject matter expert and/or leads a small team</li> <li>• Provides high level advice</li> <li>• Prepares high level documents and reports</li> <li>• Plans, oversees and undertakes high level research and analysis</li> <li>• Supports the implementation of business plans</li> <li>• Manages programs/projects</li> <li>• Provides direction to others</li> <li>• Sets work tasks that align with the strategic objectives</li> <li>• Builds and sustains relationships internally and externally</li> <li>• Consults and shares information and ensures others are kept informed</li> <li>• Works collaboratively across teams/business units</li> <li>• Guides, coaches, and develops others</li> </ul>	<ul style="list-style-type: none"> <li>• Is a subject matter expert</li> <li>• Provides advice</li> <li>• Prepares documents and reports</li> <li>• Plans, undertakes and manages research and analysis</li> <li>• Is responsible for the development/review implementation of policies/ programs/ projects/ initiatives</li> <li>• Supports the development of others via mentoring and coaching</li> <li>• Engages and partners with other areas of the organisation</li> <li>• Represents the organisation on external meetings</li> <li>• Liaises with other agencies/organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Undertakes the development/review and implementation process of policies/programs/projects/ initiatives</li> <li>• Prepares advice, documents and reports</li> <li>• Undertakes research and analysis</li> <li>• Works collaboratively within and across teams</li> <li>• Coordinates stakeholder meetings</li> <li>• Presents information to varied audiences</li> <li>• Reviews team members' work</li> <li>• Shares knowledge with team members</li> </ul>	<ul style="list-style-type: none"> <li>• Undertakes research and analysis</li> <li>• Prepares written documentation</li> <li>• Collates and presents information</li> <li>• Supports the development/review and implementation of policies/programs/projects/ initiatives</li> <li>• Contributes to stakeholder meetings</li> <li>• Undertakes review of business/operational processes</li> <li>• Supports team members</li> </ul>	<ul style="list-style-type: none"> <li>• Assists with research, data analysis and projects</li> <li>• Undertakes a range of tasks of primarily an administrative nature</li> <li>• Provides project/program support</li> <li>• Supports team members</li> <li>• Maintains accurate records and files</li> <li>• Reviews and enhances processes and procedures</li> <li>• Attends to customer/stakeholder enquiries</li> </ul>