Position Core Responsibilities & Salary Guide

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| Level 8  $157,900 - $171,005 | Level 7  $139,860 - $149,485 | Level 6  $120,457 - $132,753 | Level 5  $105,167 - $114,938 | Level 4  $95,782 - $100,526 | Level 3  $86,439 - $92,795 |
| Position Core Responsibilities – Information Guide Only | | | | | |
| * Leads a function and a team in the delivery of the function * Has a strategic focus * Develops business plans and is responsible for their implementation * Engages with stakeholders and builds relationships * Facilitates cooperation and partnerships within and outside the organisation * Identifies and manages risks * Engages with Executives * Influences and negotiates high level outcomes * Represents the organisation externally * Communicates expected outcomes * Encourages and supports team development * Leads by example | * Is a subject matter expert and/or leads a small team * Provides high level advice * Prepares high level documents and reports * Plans, oversees and undertakes high level research and analysis * Supports the implementation of business plans * Manages programs/projects * Provides direction to others * Sets work tasks that align with the strategic objectives * Builds and sustains relationships internally and externally * Consults and shares information and ensures others are kept informed * Works collaboratively across teams/business units * Guides, coaches, and develops others | * Is a subject matter expert * Provides advice * Prepares documents and reports * Plans, undertakes and manages research and analysis * Is responsible for the development/ review implementation of policies/ programs/ projects/ initiatives * Supports the development of others via mentoring and coaching * Engages and partners with other areas of the organisation * Represents the organisation on external meetings * Liaises with other agencies/organisations | * Undertakes the development/review and implementation process of policies/ programs/ projects/ initiatives * Prepares advice, documents and reports * Undertakes research and analysis * Works collaboratively within and across teams * Coordinates stakeholder meetings * Presents information to varied audiences * Reviews team members’ work * Shares knowledge with team members | * Undertakes research and analysis * Prepares written documentation * Collates and presents information * Supports the development/ review and implementation of policies/ programs/ projects/ initiatives * Contributes to stakeholder meetings * Undertakes review of business/ operational processes * Supports team members | * Assists with research, data analysis and projects * Undertakes a range of tasks of primarily an administrative nature * Provides project/program support * Supports team members * Maintains accurate records and files * Reviews and enhances processes and procedures * Attends to customer/ stakeholder enquiries |

\* Salary range per annum, from 13 June 2025