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
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\* Salary range per annum, from 13 June 2025