Background

Except as provided to the contrary by the University of Tasmania Staff Agreement or other industrial instrument, all professional staff positions are classified in accordance with the Higher Education Officer (HEO) Level 1-10 classification structure which was established and implemented on a national basis in 1991. This classification structure is supported by these DWM Classification Descriptions for each of the HEO levels, which set out matters such as typical activities and prerequisite educational qualifications which can be expected or required by the University for appointments at the various HEO levels. These classification descriptions were introduced in 1993 and incorporate a number of minor changes determined by the Australian Industrial Relations Commission in November 2002.

Professional staff positions are graded by Human Resources with reference to these DWM Classification Descriptions and to the University of Tasmania Professional Staff Enhanced Classification Descriptors for each of seven occupational streams, with the descriptors having been agreed between the University of Tasmania and the professional staff unions in 1997. The enhanced descriptors represent an expansion of the DWM Classification Descriptions in terms of the typical duties and activities which staff can be expected to perform at each HEO level at the University of Tasmania.

Table of Contents

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td>1</td>
</tr>
<tr>
<td>Definitions</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Definition One – Supervision</td>
<td>2</td>
</tr>
<tr>
<td>Definition Two – Qualifications</td>
<td>2</td>
</tr>
<tr>
<td>Definition Three – Classification Dimensions</td>
<td>3</td>
</tr>
<tr>
<td>Classification Structure</td>
<td>4</td>
</tr>
<tr>
<td>Higher Education Level One</td>
<td>4</td>
</tr>
<tr>
<td>Higher Education Level Two</td>
<td>4</td>
</tr>
<tr>
<td>Higher Education Level Three</td>
<td>5</td>
</tr>
<tr>
<td>Higher Education Level Four</td>
<td>7</td>
</tr>
<tr>
<td>Higher Education Level Five</td>
<td>8</td>
</tr>
<tr>
<td>Higher Education Level Six</td>
<td>10</td>
</tr>
<tr>
<td>Higher Education Level Seven</td>
<td>12</td>
</tr>
<tr>
<td>Higher Education Level Eight</td>
<td>13</td>
</tr>
<tr>
<td>Higher Education Level Nine</td>
<td>15</td>
</tr>
<tr>
<td>Higher Education Level Ten</td>
<td>15</td>
</tr>
</tbody>
</table>
Definitions

Definition One - Supervision

Close supervision: Clear and detailed instructions are provided. Tasks are covered by standard procedures. Deviation from procedures or unfamiliar situations are referred to higher levels. Work is regularly checked.

Routine supervision: Direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

General direction: Direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available. Performance is checked by assignment completion.

Broad direction: Direction is provided in terms of objectives which may require the planning of staff, time and material resources for their completion. Limited detailed guidance will be available and the development or modification of procedures by the employee may be required. Performance will be measured against objectives.

Definition Two - Qualifications

Within the Australian Qualifications Framework,

Year 12: Completion of a Senior Secondary Certificate of Education, usually in Year 12 of secondary school.

Trade certificate: Completion of an apprenticeship, normally of four years duration, or equivalent recognition, eg Certificate III.

Post-trade certificate: A course of study over and above a trade certificate and less than a Certificate IV.

Certificates I and II: Courses that recognise basic vocational skills and knowledge, without a Year 12 prerequisite.

Certificate III: A course that provides a range of well-developed skills and is comparable to a trade certificate.

Certificate IV: A course that provides greater breadth and depth of skill and knowledge and is comparable to a two year part time post-Year 12 or post-trade certificate course.
**Diploma:** A course at a higher education or vocational educational and training institution, typically equivalent to two years full time post-Year 12 study.

**Advanced diploma:** A course at a higher education or vocational educational and training institution, typically equivalent to three years full time post-Year 12 study.

**Degree:** A recognised degree from a higher education institution, often completed in three or four years, and sometimes combined with a one year diploma.

**Postgraduate degree:** A recognised postgraduate degree, over and above a degree as defined above.

**Note:** Previously recognised qualifications obtained prior to the implementation of the Australian Qualifications Framework continue to be recognised. The above definitions also include equivalent recognised overseas qualifications.

### Definition Three - Classification Dimensions

**Training level:** The type and duration of training which the duties of the classification level typically require for effective performance. Training is the process of acquiring skills and knowledge through formal education, on the job instruction or exposure to procedures.

**Occupational equivalent:** Examples of occupations typically falling within each classification level.

**Level of supervision:** This dimension covers both the way in which staff are supervised or managed and the role of staff in supervising or managing others.

**Task level:** The type, complexity and responsibility of tasks typically performed by staff within each classification level.

**Organisational knowledge:** The level of knowledge and awareness of the organisation, its structure and functions that would be expected of staff at each proposed classification level, and the purposes to which that organisational knowledge may be put.

**Judgment, independence and problem solving:** Judgment is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed. Independence is the extent to which a staff member is able (or allowed) to work effectively without supervision or direction. Problem solving is the process of defining or selecting the appropriate course of action where alternative courses of actions are available. This dimension looks at how much of each of these three qualities applies at each classification level.

**Typical activities:** Examples of activities typically undertaken by staff in different occupations at each of the classification levels.
Classification Structure

Higher Education Officer Level One

Training Level or Qualifications

Employees at the base of this level would not be required to have formal qualifications or work experience upon engagement.

Employees engaged at the base of this level will be provided with structured on the job training in addition to up to 38 hours of induction to the higher education industry which shall provide information on the higher education institution, conditions of employment, training to be made available and consequent career path opportunities, physical layout of the institution/work areas, introduction to fellow workers and supervisors, work and documentation procedures, occupational health and safety, equal opportunity practices and extended basic literacy and numeracy skills training where required/necessary to enable career path progression.

Occupational Equivalent

Cleaner, labourer, trainee for level 2 duties.

Level of Supervision

Close supervision or, in the case of more experienced staff working alone, routine supervision.

Task Level

Straightforward manual duties, or elements of level 2 duties under close supervision and structured on the job training. Some knowledge of materials, eg, cleaning chemicals and hand tools, may be required. Established procedures exist.

Organisational Knowledge

May provide straightforward information to others on building or service locations.

Judgment, independence and problem solving

Resolve problems where alternatives for the jobholder are limited and the required action is clear or can be readily referred to higher levels.

Typical activities

Perform a range of industrial cleaning tasks, move furniture, assist trades personnel with manual duties.

Higher Education Officer Level Two

Training level or qualifications

Level 2 duties typically require a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed, or

- completion of year 12 without work experience, or
- completion of Certificates I or II with work related experience, or
- an equivalent combination of experience and training.
Occupational Equivalent

Administrative assistant, security patrol officer.

Level of supervision

Routine supervision of straightforward tasks; close supervision of more complex tasks (see task level below).

Task level

Perform a range of straightforward tasks where procedures are clearly established. May on occasion perform more complex tasks.

Organisational knowledge

Following training, may provide general information/advice and assistance to members of the public, students and other staff which is based on a broad knowledge of the employee's work area/responsibility, including knowledge of the functions carried out and the location and availability of particular personnel and services.

Judgment, independence and problem solving

Solve relatively simple problems with reference to established techniques and practices. Will sometimes choose between a range of straightforward alternatives.

An employee at this level will be expected to perform a combination of various routine tasks where the daily work routine will allow the latitude to rearrange some work sequences, provided the prearranged work priorities are achieved.

Typical activities

Administrative positions at this level may include duties involving the inward and outward movement of mail, keeping, copying, maintaining and retrieving records, straightforward data entry and retrieval.

Security officers may be involved in a range of patrol duties, including responding to alarms, following emergency procedures and preparing incident reports.

Higher Education Officer Level Three

Training level or qualifications

Level 3 duties typically require a skill level which assumes and requires knowledge or training in clerical/administrative, trades or technical functions equivalent to:

- completion of a trades certificate or Certificate III, or
- completion of Year 12 or a Certificate II, with relevant work experience, or
- an equivalent combination of relevant experience and/or education/training.
Persons advancing through this level may typically perform duties which require further on the job training or knowledge and training equivalent to progress toward completion of a Certificate IV or Diploma.

**Occupational Equivalent**

Tradesperson, technical assistant/technical trainee, administrative assistant.

**Level of supervision**

In technical positions, routine supervision, moving to general direction with experience. In other positions, general direction. This is the first level where supervision of other staff may be required.

**Task level**

Some complexity. Apply body of knowledge equivalent to trade certificate or Certificate III, including diagnostic skills and assessment of the best approach to a given task.

**Organisational knowledge**

Perform tasks/assignments which require knowledge of the work area processes and an understanding of how they interact with other related areas and processes.

**Judgment, independence and problem solving**

Exercise judgment on work methods and task sequence within specified timelines and standard practices and procedures.

**Typical activities**

In trades positions, apply the skills taught in a trades certificate or Certificate III, including performance of a range of construction, maintenance and repair tasks, using precision hand and power tools and equipment. In some cases this will involve familiarity with the work of other trades or require further training.

In technical assistant positions:

- assist a technical officer in operating a laboratory, including ordering supplies
- assist in setting up routine experiments
- monitor experiments for report to a technical officer
- assist with the preparation of specimens
- assist with the feeding and care of animals.

Staff would be expected to perform a greater range and complexity of tasks as they progressed through the level and obtained further training.

In administrative positions, perform a range of administrative support tasks including:

- standard use of a range of desk-top based programs, eg. Word processing, established spreadsheet or database applications, and management information systems (eg. financial, student or human resource systems). This may include store and retrieve documents, key and layout correspondence and reports, merge, move and copy, use of columns, tables and basic graphics,
• provide professional administrative support to other staff including setting up meetings, answering straightforward inquiries and directing others to the appropriate personnel,

• process accounts for payment.

Higher Education Officer Level Four

Training level or qualifications

Level 4 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

• completion of a diploma level qualification with relevant work related experience, or

• completion of a Certificate IV with relevant work experience, or

• completion of a post-trades certificate and extensive relevant experience and on the job training, or

• completion of a Certificate III with extensive relevant work experience, or

• an equivalent combination of relevant experience and/or education/training.

Occupational Equivalent

Technical officer or technician, administrative above Level 3, advanced tradespersons.

Level of supervision

In technical positions, routine supervision to general direction depending upon experience and the complexity of the tasks. In other positions, general direction.

May supervise or co-ordinate others to achieve objectives, including liaison with staff at higher levels. May undertake stand-alone work.

Task level

May undertake limited creative, planning or design functions; apply skills to a varied range of different tasks.

Organisational knowledge

Perform tasks/assignments which require proficiency in the work area's rules, regulations processes and techniques, and how they interact with other related functions.

Judgment, independence and problem solving

In trades positions, extensive diagnostic skills.

In technical positions, apply theoretical knowledge and techniques to a range of procedures and tasks.

In administrative positions, provide factual advice which requires proficiency in the work area's rules and regulations, procedures requiring expertise in a specialist area or broad knowledge of a range of personnel and functions.
Typical activities

In trades positions:

- work on complex engineering or interconnected electrical circuits
- exercise high precision trades skills using various materials and/or specialised techniques.

In technical positions:

- develop new equipment to criteria developed and specified by others
- under routine direction, assist in the conduct of major experiments and research programs and/or in settling up complex or unusual equipment for a range of experiments and demonstrations
- demonstrate the use of equipment and prepare reports of a technical nature as directed.

In library technician positions:

- undertake copy cataloguing
- use a range of bibliographic databases
- undertake acquisitions
- respond to reference inquiries. In administrative positions:
  - may use a full range of desktop based programs, including word processing packages, mathematical formulae and symbols, manipulation of text and layout in desktop publishing and/or web software, and management information systems
  - plan and set up spreadsheets or data base applications
  - be responsible for providing a full range of secretarial services, eg. in a faculty
  - provide advice to students on enrolment procedures and requirements
  - administer enrolment and course progression records.

Higher Education Officer Level Five

Training level or qualifications

Level 5 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- completion of a degree without subsequent relevant work experience, or
- completion of an advanced diploma qualification and at least 1 years subsequent relevant work experience, or
- completion of a diploma qualification and at least 2 years subsequent relevant work experience, or
• completion of a Certificate IV and extensive relevant work experience, or
• completion of a post-trades certificate and extensive (typically more than 2 years)
• relevant experience as a technician, or
• an equivalent combination of relevant experience and/or education/training.

Occupational Equivalent

Graduate (ie, degree) or professional, without subsequent work experience on entry (including inexperienced computer systems officer); administrator with responsibility for advice and determinations; experienced technical officer.

Level of supervision

In professional positions, routine supervision to general direction, depending on tasks involved and experience. In technical positions, general direction and may supervise other staff.

Task level

Apply body of broad technical knowledge and experience at a more advanced level than Level 4, including the development of areas of specialist expertise. In professional positions, apply theoretical knowledge, at degree level, in a straightforward way. In administrative positions, provide interpretation, advice and decisions on rules and entitlements.

Organisational knowledge

Perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques, and how they interact with other related functions, in order to assist in their adaptation to achieve objectives, and advise, assist and influence others.

Judgment, independence and problem solving

In professional positions, solve problems through the standard application of theoretical principles and techniques at degree level. In technical positions, apply standard technical training and experience to solve problems. In administrative positions, may apply expertise in a particular set of rules or regulations to make decisions, or be responsible for co-ordinating a team to provide an administrative service.

Typical activities

In technical positions:

• develop new equipment to general specifications
• under general direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations
• under broad direction, set up, monitor and demonstrate standard experiments and equipment use
• prepare reports of a technical nature.
In library technician positions, perform at a higher level than Level 4, including

- assist with reader education programs and more complex bibliographic and acquisition services
- operate a discrete unit within a library which may involve significant supervision or be the senior staff member in an out posted service.

In administrative positions:

- responsible for the explanation and administration of an administrative function, eg, HECS advice, records, determinations and payments, a centralised enrolment function, the organisation and administration of exams at a small campus.

In professional positions and under professional supervision:

- work as part of a research team in a support role
- provide a range of library services including bibliographic assistance, original cataloguing and reader education in library and reference services
- provide counselling services.

**Higher Education Officer Level Six**

**Training level or qualifications**

Level 6 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- a degree with subsequent relevant experience; or
- extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
- an equivalent combination of relevant experience and/or education/training.

**Occupational Equivalent**

Graduate or professional with subsequent relevant work experience (including a computer systems officer with some experience); line manager; experienced technical specialist and/or technical supervisor.

**Level of supervision**

In professional positions, general direction; in other positions, broad direction. May have extensive supervisory and line management responsibility for technical, administrative and other non-professional staff.

**Task level**

Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Employees would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected. In technical and administrative areas, have a depth or breadth of expertise developed through extensive relevant experience and application.
Organisational knowledge

Perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

Judgment, independence and problem solving

Discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; undertake planning involving resources use and develop proposals for resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; analyse and report on data and experiments.

Typical activities

In technical positions:

- manage a teaching or research laboratory or a field station
- provide highly specialised technical services
- set up complex experiments
- design and construct complex or unusual equipment to general specifications
- assist honours and postgraduate students with their laboratory requirements
- install, repair, provide and demonstrate computer services in laboratories. In administrative positions:
  - provide financial, policy and planning advice
  - service a range of administrative and academic committees, including preparation of agendas, papers, minutes and correspondence
  - monitor expenditure against budget in a school or small faculty. In professional positions:
    - work as part of a research team
    - provide a range of library services, including bibliographic assistance, original cataloguing and reader education in library and reference services
    - provide counselling services
    - undertake a range of computer programming tasks
    - provide documentation and assistance to computer users
    - analyse less complex user and system requirements.
Higher Education Officer Level Seven

Training level or qualifications

Level 7 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- a degree with a least 4 years subsequent relevant experience; or
- extensive experience and management expertise in technical or administrative fields; or
- an equivalent combination of relevant experience and/or education/training.

Occupational Equivalent

Senior librarian; technical manager; senior research assistant, professional or scientific officer; senior administrator in a small less complex faculty.

Level of supervision

Broad direction. May manage other staff including administrative, technical and/or professional staff.

Task level

Independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems. In professional or technical positions, may be a recognised authority in a specialised area.

Organisational knowledge

Detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.

Judgment, independence and problem solving

Independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

Typical activities

In a library, combine specialist expertise and responsibility for managing a library function.

In student services, the training and supervision of other professional staff combined with policy development responsibilities which may include research and publication.

In technical manager positions, the management of teaching and research facilities for a department or school.

In research positions, acknowledged expertise in a specialised area or a combination of technical management and specialised research.
In administrative positions, provide less senior administrative support to relatively small and less complex faculties or equivalent.

**Higher Education Officer Level Eight**

**Training level or qualifications**

Level 8 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- extensive experience and management expertise; or
- an equivalent combination of relevant experience and/or education/training.

**Occupational Equivalent**

Manager (including administrative, research, professional or scientific); senior school or faculty administrator; researcher.

**Level of supervision**

Broad direction, working with a degree of autonomy. May have management responsibility for a functional area and/or manage other staff including administrative, technical and/or professional staff.

**Task level**

Work at this level is likely to require the development of new ways of using a specific body of knowledge which applies to work assignments, or may involve the integration of other specific bodies of knowledge.

**Organisational knowledge**

The employee would be expected to make policy recommendations to others and to implement programs involving major change which may impact on other areas of the institution's operations.

**Judgment, independence and problem solving**

Responsible for program development and implementation. Provide strategic support and advice (eg, to schools or faculties) requiring integration of a range of university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.

**Typical activities**

Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources.

Manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity.

Manage a small or specialised unit where significant innovation, initiative and/or judgment are required.
Provide senior administrative support to schools and faculties of medium complexity, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

**Higher Education Officer Level Nine**

**Training level or qualifications**

Level 9 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- postgraduate qualifications and extensive relevant experience; or
- extensive management experience and proven management expertise; or
- an equivalent combination of relevant experience and/or education/training.

**Occupational Equivalent**

Manager (including administrative, research, professional or scientific); senior school or faculty administrator; senior researcher.

**Level of supervision**

Broad direction, working with a considerable degree of autonomy. Will have management responsibility for a major functional area and/or manage other staff including administrative, technical and/or professional staff.

**Task level**

Demonstrated capacity to conceptualise, develop and review major professional management or administrative policies at the corporate level. Significant high level creative, planning and management functions. Responsibility for significant resources.

**Organisational knowledge**

Conceptualise, develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas. Responsible for programs involving major change which may impact on other areas of the institution's operations.

**Judgment, independence and problem solving**

Responsible for significant program development and implementation. Provide strategic support and advice (e.g., to schools or faculties or at the corporate level) requiring integration of a range of internal and external policies and demands, and an ability to achieve broad objectives while operating within complex organisational structures.

**Typical activities**

Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources.

Manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity and the integration of internal and external requirements.

Manage a small and specialised unit where significant innovation, initiative and/or judgment are required.
Provide senior administrative support to the more complex schools and faculties, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

**Higher Education Officer Level Ten**

**Training level or qualifications**

Duties at or above this level typically require a skill level which assumes and requires knowledge or training equivalent to:

- proven expertise in the management of significant human and material resources;

  in addition to, in some areas,

- postgraduate qualifications and extensive relevant experience.

**Occupational Equivalent**

Senior program, research or administrative manager.

**Level of supervision**

Broad direction, operating with a high overall degree of autonomy. Will have substantial management responsibility for diverse activities and/or staff (including administrative, technical and/or professional staff).

**Task level**

Complex, significant and high level creative planning, program and managerial functions with clear accountability for program performance. Comprehensive knowledge of related programs. Generate and use a high level of theoretical and applied knowledge.

**Organisational knowledge**

Bring a multiperspective understanding to the development, carriage, marketing and implementation of new policies; devise new ways of adapting the organisations strategies to new, including externally generated, demands.

**Judgment, independence and problem solving**

Be fully responsible for the achievement of significant organisational objectives and programs.

**Typical activities**

Manage a large functional unit with a diverse or complex set of functions and significant resources.

Manage a more complex function or unit where significant innovation, initiative and/or judgment are required.

Provide senior administrative support to the most complex schools and faculties in large institutions, involving complex course structures, significant staff and financial resources, outside activities and extensive devolution of administrative, policy and financial management responsibilities to this position.