

Role Descriptions

Government Sector Employment Act 2013 (GSE Act)

All temporary non-teaching public service employees in NSW public schools are required to have undergone a GSE Act compliant recruitment activity by 23 February 2018.

A key component to undertake a GSE Act compliant recruitment activity is to have a role description for each role. This provides the basis for the assessment of the applicant against the capabilities required for each role.

The process undertaken to develop role descriptions for affected roles began by examining existing duty statements, role statements, advertisements, task lists and Award classification and requirements provisions.

An experienced practitioner prepared drafts which were then reviewed. A final draft is now ready for broader consultation.

The role descriptions have been developed from the Public Service Commission's (PSC) guidelines. A standard departmental template will be used for future advertised roles.

All roles incorporate the relevant levels of capabilities from the NSW Public Sector Capability Framework, including any relevant occupation specific capabilities.

Purpose of a role description

The role description is a document that outlines the purpose, key responsibilities, accountabilities, challenges, relationships, essential requirements and capabilities for a role.

Information included in a role description

Role descriptions include information about the:

- department
- primary purpose of the role
- key accountabilities
- key challenges
- key relationships
- capabilities required for competent performance of the role
- dimensions of the role such as decision making capacity, reporting lines and budget

- essential requirements such as qualifications, employment screening checks and licence requirements.

Determining capabilities and levels

The capabilities for the roles are obtained from the Capability Framework. The most appropriate capability level have been selected by consulting the framework and considering the behavioural indicators across the five levels for each capability.

All roles have been review against previous statements of duty, advertisements and the industrial provisions and the capabilities have been compared against the PSC standards.

Affected Roles

Role descriptions have been developed for roles, such as:

- General Assistant
- Community Liaison Officer

More information

The new role descriptions have been created using the PSC's role description builder.

PSC role description guide

<https://www.psc.nsw.gov.au/workforce-management/role-descriptions>

PSC essential requirements factsheet

<https://www.psc.nsw.gov.au/workforce-management/recruitment/recruitment-and-selection-guide/decide-to-fill-a-role/role-analysis/essential-requirements-essential-requirements-factsheet>