

Job design

Managing job structures and job grades (for organisations)



Tips

Organisations adopting the **Workforce Capability Framework** will achieve a consistent and coherent approach to job structures and job grading.

The standard levels of work in the framework provide clear, independent definitions of expected performance requirements and capabilities.

Using a job structure based on the Workforce Capability Framework means a common approach to job grades can apply consistently across the organisation regardless of the Award/s applicable to individual job roles or functions.

Improved management of performance expectations can be achieved across the organisation based on the implementation of clear and consistent position descriptions for like job levels.

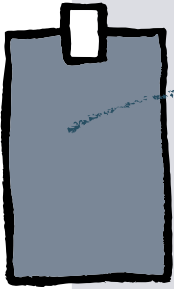
Consistent job grading and performance expectations deliver increased value to organisations in return for the substantial investment made in the workforce and ensure all employees are aligned to the organisation's mission and business strategy.

A consistent approach enables customers to clearly understand the outcomes expected from the staff that support them.

The Workforce Capability Framework does not dictate that organisations choose certain job structures. The framework provides underlying support for whatever job structure is determined for the organisation. This includes the design and grading of permanent, contract, casual and volunteer roles.

Not all the standard levels of work will appear as jobs in every team or every organisation. The levels are in the Workforce Capability Framework for use in organisations when those job levels are required based on an assessment of the work to be performed.

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Tips

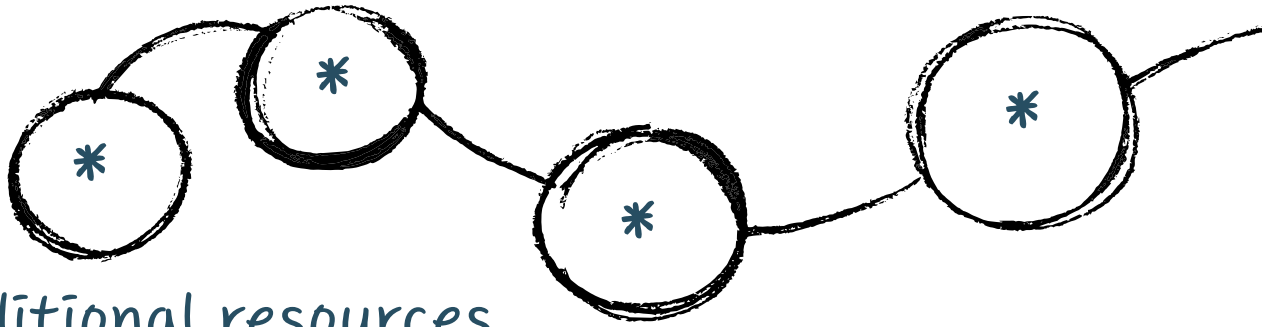
The levels in the framework are useful in planning changes to organisational structure and/or making decisions about the impact of changes on work performed in a job role or a team. The levels are also useful in quantifying the level of support and skill sets needed by a customer to meet their requirements, goals and aspirations.

A job structure that has been established using the standard levels of work will enable an organisation to make comparisons with external pay practices in the sector and assist in maintaining the competitiveness of its pay and performance practices.

Organisations that base their job levels and position descriptions on the 14 standard levels of work still need to ensure the minimum requirements of relevant Modern Awards are met.

Award levels from any Modern Award are able to be mapped to the 14 standards levels of work. This means an organisation can use the Workforce Capability Framework to position its job levels, employment practices and remuneration to achieve competitiveness in the employment market while also ensuring compliance with the minimum requirements in the relevant Modern Award.

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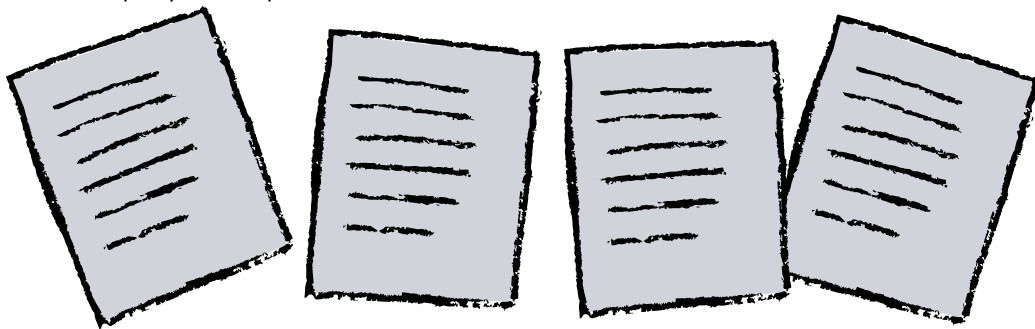
Additional resources

- * The Workforce Capability Framework.
- * The disability career planner and capability framework implementation guide.
- * Technique and Tool – designing, analysing and grading jobs
- * Tips – understanding the relationship between job design, pay and performance [for organisations]

Definitions

The term **individual(s)** refers to an individual with a disability and their family and/or circle of support.

The terms **staff/employee(s)** refer to paid or unpaid members of the workforce regardless of their employment relationship with their employer i.e. permanent, casual, full-time, volunteer, etc.



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