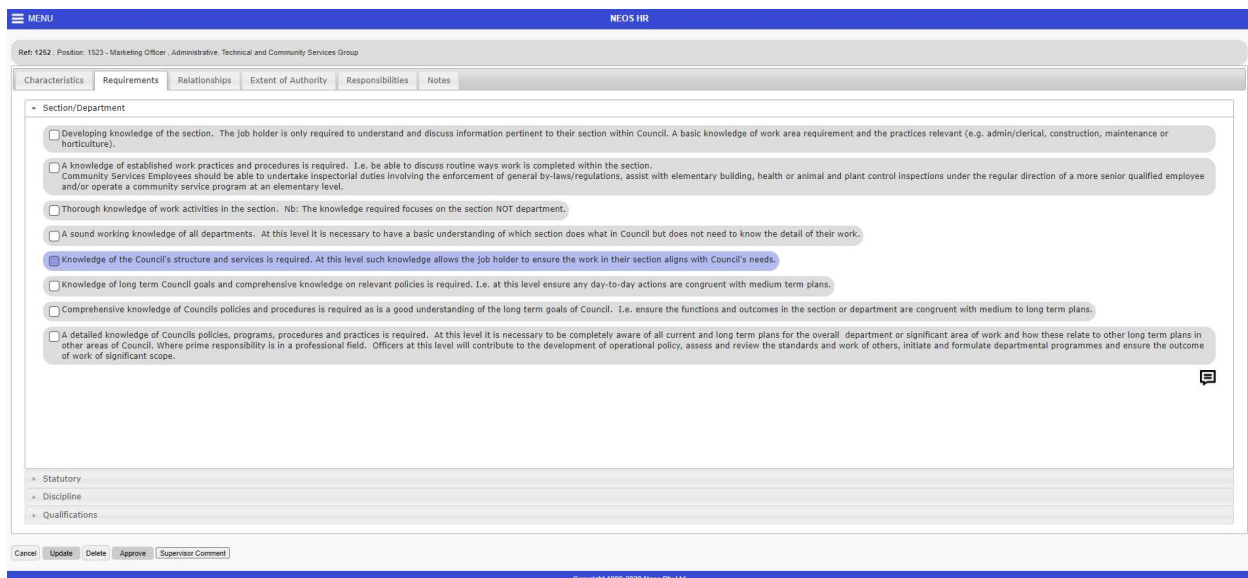


# Job Evaluation Simple 3-Step Process

## STEP 1

### Configured to Your Classification Structure(s)



Ref: 1292 - Position: 1523 - Marketing Officer - Administrative, Technical and Community Services Group

Characteristics Requirements Relationships Extent of Authority Responsibilities Notes

Section/Department

- Developing knowledge of the section. The job holder is only required to understand and discuss information pertinent to their section within Council. A basic knowledge of work area requirement and the practices relevant (e.g. admin/clerical, construction, maintenance or horticulture).
- A knowledge of established work practices and procedures is required. I.e. be able to discuss routine ways work is completed within the section. Community Services Employees should be able to undertake inspectorial duties involving the enforcement of general by-laws/regulations, assist with elementary building, health or animal and plant control inspections under the regular direction of a more senior qualified employee and/or operate a community service program at an elementary level.
- Thorough knowledge of work activities in the section. Nbi: The knowledge required focuses on the section NOT department.
- A sound working knowledge of all departments. At this level it is necessary to have a basic understanding of which section does what in Council but does not need to know the detail of their work.
- Knowledge of the Council's structure and services is required. At this level such knowledge allows the job holder to ensure the work in their section aligns with Council's needs.
- Knowledge of long term Council goals and comprehensive knowledge on relevant policies is required. I.e. at this level ensure any day-to-day actions are congruent with medium term plans.
- Comprehensive knowledge of Councils policies and procedures is required as is a good understanding of the long term goals of Council. I.e. ensure the functions and outcomes in the section or department are congruent with medium to long term plans.
- A detailed knowledge of Councils policies, programs, procedures and practices is required. At this level it is necessary to be completely aware of all current and long term plans for the overall department or significant area of work and how these relate to other long term plans in other areas of Council. Where prime responsibility is in a professional field. Officers at this level will contribute to the development of operational policy, assess and review the standards and work of others, initiate and formulate departmental programmes and ensure the outcome of work of significant scope.

Statutory  
Discipline  
Qualifications

Cancel Update Delete Approve Supervisor Comment


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#### **Advantages include:**

- Configurable to all wage classification criteria (e.g. Tradespersons, admin. Professional staff)
- Individual notes to explain variation or exception
- Independent management comments can be included
- Independent approval
- 'Big data' available for Corporate analysis
- Anomalies highlighted
- Automated reporting
- Full record Keeping
- Full Quality Control
- Full Quality Audit trail

## STEP 2

### Automated Reporting



NEOS HR

Assessor: Mark Shaw  
27/10/20 , Ref: 1250

#### Job Evaluation

**Position title:** Marketing Officer  
**Position number:** 1523

In our assessment, the evaluation of Marketing Officer as assessed on 9 October 2017, should be graded as **level five** under the Professional criteria.

Evaluation Results:



1. level one
2. level two
3. level three
4. level four
5. level five
6. level six

This assessment has been reached on the basis that:

#### 1. The characteristics measures include:

- Employees may interact with school committees and bodies in the co-ordination of facilities and programs.
- Employees will require very high communication skills and their work may require initiative in the application of professional practices.
- Employees will be able to use acquired knowledge and experience to provide professional advice to school management.
- Appropriate experience and tertiary qualifications at a degree level.
- This performance is measured by achievement of targets.
- Competencies at this level are normally used independently within both routine and non routine work situations.

**2. The extent of authority measures include:**

- Employees will use professional judgement and initiative regularly.
- Employees may undertake the original design and/or writing of work material.
- Work is carried out with little or no supervision.
- Employees may be responsible for the supervision of staff in lower levels.

**3. The professional measures include:**

- Generation of management reports and Government reports.
- Formulate procedural policy and guidelines in the employees area of responsibility.
- Officer may undertake duties associated with other streams in this level that relate to their professional qualifications.

For your action.

Mark Shaw  
CEO



## STEP 3

### Management Dashboard

MENU NEOS HR

**Job Evaluation Results**

Ref ID	Date	Position number	Position title	Unit	Segment	Created by	Result	Approved
1381	06/01/2020	123	Mobile test	LGIA2010	Local Government Industry Award 2010	Mark Shaw	2	<input type="checkbox"/>
1379	05/22/2020	2	USP Test 2	USP Intermediate and Junior	Intermediate and Junior	Mark Shaw	6	<input type="checkbox"/>
1320	08/27/2018	1585	Coordinator HR Business Partner	QLGIA2017 Stream A- Administrative, Technical and C	Administrative, Technical and Community Services Gro	Mark Shaw	7	<input checked="" type="checkbox"/>
1319	08/27/2018	1584	Coordinator HR Business Partner	QLGIA2017 Stream A- Administrative, Technical and C	Administrative, Technical and Community Services Gro	Mark Shaw	7	<input checked="" type="checkbox"/>
1285	06/20/2018	1978	Foreman Water and Sewerage North	QLGIA2017 Stream A- Administrative, Technical and C	Administrative, Technical and Community Services Gro	Mark Shaw	3	<input checked="" type="checkbox"/>
1281	05/30/2018	123	test Foreman water and sewerage TRC	QLGIA2017 Stream A- Administrative, Technical and C	Administrative, Technical and Community Services Gro	Mark Shaw	1	<input type="checkbox"/>
1269	05/23/2018	1523	Marketing Officer	Anglican Schools Schedule 5	Administration	Mark Shaw	4	<input type="checkbox"/>
1252	11/12/2017	1523	Marketing Officer	QLGIA2017 Stream A- Administrative, Technical and C	Administrative, Technical and Community Services Gro	Mark Shaw	5	<input type="checkbox"/>
1251	10/16/2017	123	HRM	Anglican Schools Schedule 5	Administration	Mark Shaw	4	<input type="checkbox"/>
1250	10/09/2017	1523	Marketing Officer	Anglican Schools Schedule 5	Professional	Mark Shaw	5	<input type="checkbox"/>
1037	09/01/2015	01	test	QLD Local Govt Award 2003	QLGO A	Mark Shaw	6	<input type="checkbox"/>
1033	08/21/2015	1158	Banking Officer	QLD Local Govt Award 2003	QLGO A	Mark Shaw	3	<input checked="" type="checkbox"/>
988	05/29/2015	n/a	Coordinator Organisation Development	QLD Local Govt Award 2003	QLGO A	Mark Shaw	6	<input checked="" type="checkbox"/>
986	05/29/2015	n/a	Workplace Relations Officer	QLD Local Govt Award 2003	QLGO A	Mark Shaw	4	<input checked="" type="checkbox"/>

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Dashboard includes:

- All history
- Unique ID per record
- Date created
- Employment category
- Author
- Result
- Draft V Approved
- Exportable to Excel for detailed analysis

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