

## FACT SHEET

# Revisions to the Role Description Template

Version 2: 2020

## Introduction

Updates to the *Role description template and development guidelines* are based on findings of recent reviews of recruitment and the NSW Public Sector Capability Framework and amendments to the GSE Rules. The changes give more flexibility to agencies in using the Capability Framework to design roles and simplify assessment processes for recruitment.

# What's changed in the RD template?

## 1. Focus capabilities

GSE Rule 3 was amended in September 2019 to give formal recognition to focus capabilities defining them as those:

*decided by the employer as being the most important for the effective performance of the role.*

The rule amendment also makes clear that assessment of the focus capabilities, knowledge and experience is the minimum requirement for comparative and suitability assessments.

The RD template has been updated to reflect these changes.

## 2. Complementary capabilities

Non-focus capabilities are now referred to as 'complementary' capabilities and can include capabilities from both the Capability Framework and relevant occupation-specific capabilities.

Complementary capabilities do not need to be assessed for recruitment, although agencies may choose to do so. They are still an important standard for the role and should be considered in activities such as development and career planning.

## 3. Capability descriptors

The high-level description for each capability has been included in the RD template (Focus, Complementary and Occupation specific), to assist reader understanding..

## 5. Occupation specific capabilities

Occupation specific capability sets are available for roles that are common across the sector (eg Human Resources, Finance, Infrastructure & Construction Project Leadership). These capabilities can be selected within the focus and complementary sections of the role description. Agencies may also add capabilities for their specialised occupations.

## 4. Business enabler capabilities

Two significant changes:

- there is no longer a requirement to include a focus capability from the business enablers group
- capabilities in the business enablers group can be identified as 'not essential' in the complementary capabilities section. This acknowledges that these capabilities such as Finance and Project Management may not be relevant to all roles.

## Knowledge and experience requirements

Knowledge and experience requirements (previously listed under Essential requirements) is now a separate section in the role description template. This recognises the importance of knowledge and experience as one of the standards that needs to be assessed for recruitment.

It also differentiates between essential requirements and knowledge and experience:

- **Essential requirements** – a person must be able to show they have an essential requirement (such as a qualification or the right to work in Australia) to apply for a role or progress to the assessment stage of a recruitment or mobility process.
- **Knowledge and experience** – a person's knowledge and experience are assessed against the standards for the role as part of an assessment process. They need to demonstrate they meet or can quickly acquire the knowledge and experience needed to perform the role.

# Frequently asked questions

## Q1. Do all role descriptions need to be updated to the new template? If so, by when?

It is up to agencies to decide whether to update their role descriptions. The changes are a refinement rather than a major change.

The PSC recommends progressive implementation such as using the new template for new and revised role descriptions so that the standards for assessment are clear.

We are not setting a timeframe for implementation.

## Q3. What is the role description builder?

An online tool to help agencies develop consistent and comprehensive role descriptions with meaningful content to assist employees, managers and job applicants understand the requirements of the role. The *Role description development guidelines* provide additional detailed information on how to develop role descriptions.

## Q5. What if i want to assess all 16-20 capabilities?

The minimum requirement is to assess the focus capabilities, but agencies can decide to assess more. Assessing a wider range of capabilities may help to distinguish between candidates and can be useful if forming a talent pool for a range of roles. Agencies should let candidates know which capabilities will be assessed in the role advertisement and/or the information package.

## Q2. Where are occupation specific capabilities in the new role description template?

Occupation-specific capabilities can be included in the *focus capabilities* section of the role description.

Occupation specific capabilities that apply to a role but are not focus capabilities can be included in the *complementary capabilities* section of the role description.

## Q4. Do capabilities from the business enabler group apply to all roles?

Agencies have flexibility to not select business enabler capabilities as focus capabilities and to identify these capabilities as 'not essential' under complementary capabilities, if they are unlikely to be demonstrated in a role.

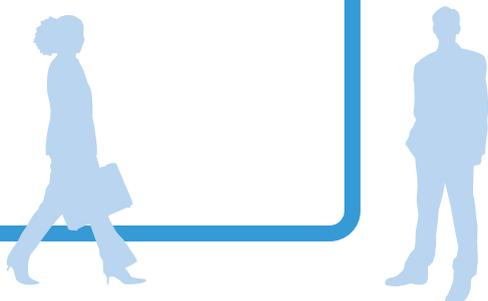
For example, a person in an entry-level role may not need to demonstrate the *procurement or contract management* capability. This capability would be marked as 'not essential' in the complementary capabilities section of the role description, but would still be included to signal that it may be an area for development or career planning.

Equally, agencies may decide to maintain the position that all capabilities in the *business enablers* group apply to all roles.

## Q6. Do all behavioural indicators for a capability level apply to all roles?

Behavioural indicators are a set of statements that describe the types of behaviours or actions that suggest effective performance at each capability level. They are not an exhaustive list and not every indicator is relevant to every role. Behavioural indicators help to give a deeper understanding of the capability and level.

While some indicators may not apply to a role they should be included in the role description.





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