

VICTORIAN PUBLIC SERVICE EXECUTIVE WORK VALUE ASSESSMENT INTERVIEW PROTOCOL



Begin with introductions and the background and purpose of the work value assessment. Explain the process and the possible outcomes of the work value assessment. Establish the purpose of the position and where it sits within the organisation.

1. What supervisory responsibilities does the position have? How many direct reports (employees for which the position takes a management/supervisory position including performance agreements/feedback/training and development identification/setting of work priorities)? How many staff overall (indirect reports and contract staff if the work is directed and overseen by the position) Where are they based? (geographically)
2. What are the key responsibilities of the position? (Probe: does the position influence programs or policy, i.e. does policy and program development impact industry, nationally?)
3. What position does the position report to?
4. Does the position have responsibilities for managing budgets? Does the position manage operational, capital and/or program funding, or is this centralised? If so, how much and what are the complexities of managing these funds (Is there staffing/capital/grants funding or complex dual funding arrangements?)
5. Who are the key clients and stakeholders (internal and external) of the position? In what way does the position interact with these clients and stakeholders? Does the position act as a major source of advice (for example: to Ministers/Secretaries/Deputy Secretaries)?
6. Does the position represent the agency in any capacity? Does the position influence, negotiate or provide advice on behalf of the agency or work area? Does the position sit on any committees/working groups or other fora, as either a member or chair? (Probe: are these inter-departmental groups, industry/community sector groups, at a state or national level? If not already received, ask if a full list of committees can be provided)
7. What kind of outcomes does the position have the authority to determine on behalf of the agency? Does the position have specific, high level delegations? (Probe: For example, in relation to legal, governance, human resources management, project and program or regulatory decisions).
8. How much independence and autonomy does the position have? (Probe: can the position make decisions that impact into the business/department, industry or other non-government sectors for the short, medium or long term?)
9. How critical are the decisions that are made and the actions that are undertaken by the position? What are the consequences of making the wrong decision?
10. Describe the strategic focus of the position. What type of planning is undertaken in this position and what are the timeframes and horizons for planning? (Probe: example of statewide and/or national issues and formulation of long-term plans e.g. 2 to 3-years, 3 to 5-years, over 5 years)
11. How much does the position contribute to business improvement for the area of responsibility? Does the position have responsibility for the identification, planning and/or implementation of strategic change? What is the impact of this change and how large/complex is the initiative? (Probe: provide an example of management of change associated with critical or large-scale government reforms)
12. Describe the level of complexity dealt with by the position. What are some specific examples that illustrate this complexity? (Probe: an example of position operating within multiple frames of reference, accountability for several business areas or a wide range of activities)
13. Is the position responsible for introducing innovations in any form or driving/contributing to business improvement strategies?
14. Does the position operate within a clearly defined framework or is there substantial ambiguity in relation to the matters/issues dealt with by the position? (Probe: Can you give an example of making judgements and assessing risk based on conflicting or

ambiguous information?)

15. What specific areas of position or technical knowledge and experience does the position require?