# Template Victorian Public Service Executive Work Value Assessment Report

 [Insert title of Public sector Department/entity/special body]

|  |  |
| --- | --- |
| Job Title: |  |
| Is this a legislated title? |  |
| Current Classification: |  |
| Position Number: |  |
| Interview Date: |  |
| Group/Division: |  |
| TRIM Number: |  |
|  |
| Work Value Streams | Please tick as appropriate |
|  Delivery |  |
|  Policy |  |
|  Portfolio and Program |  |
|  Regulatory |  |
|  Professional/Specialist |  |

## Summary of findings

This report is a summary of findings for the role assessment of (INSERT TITLE, BRANCH/DIVISION) for the [Insert title of Public sector Department/entity/special body].

Based on all information presented, the role has been assessed against the work value assessment tool in the approved Classification Framework, for executives employed in the Victorian Public Service (VPS). On balance, the role has been assessed at the (INSERT EXECUTIVE (EO) classification.

|  |  |
| --- | --- |
| Current Classification | EOX |
| Recommended Classification: | EOX |
| Overall score | XX |

| Classification  | Scores |
| --- | --- |
| EO Band 3 | 21 to 35 |
| EO Band 2 | 36 to 47 |
| EO Band 1 | 48 to 56 |

All information accessed in the review was considered in determining the role’s work value. An assessment of work value was undertaken by evaluating the requirements of the role relative to the standards articulated in the VPS Executive Officer Work Level Standards (WLS).

## Methodology

The role has been evaluated against the WLS outlined within the approved classification framework for executives within the VPS. The assessment has involved:

* a structured job analysis interview
* review of relevant corporate documentation
* completion of the work value assessment scoring template using the VPS EO work value assessment tool.

The executive WLS use eight key criteria (work value factors) to define work value. Evidence about the role is gathered to gain a detailed understanding of role responsibilities. The role is then analysed against each of these criteria to produce a point score. The combined points score indicates the classification level for the position.

The WLS have not been used exclusively. Where there were other factors that were relevant to individual role(s), they have also been considered in the determination of the recommended classification level.

For example, there may be factors other than those in the work value assessment tool that warrant a classification level for a role that is not apparent through the assessment process. This situation is rare, and usually applies to roles that are created for special purposes i.e. high risk or political sensitivity. Roles such as these are often time limited.

## Position details

### Role purpose:

### Key responsibilities of the role:

### Key clients and stakeholders:

## Work value evaluation of the role

### Details of participants

| Position  | Interviewees | Assessor |
| --- | --- | --- |
|  |  |  |

### Corporate documentation provided

| Documentation  | Reviewed for Assessment |
| --- | --- |
| Organisational Chart (either existing or proposed) | X |
| Position Description (current or proposed) |  |
| Business Plan |  |
| Performance Agreement (for existing roles) |  |
| List of delegations held by the role |  |
| List of committees or working groups with which the role is involved (as either member or chair) |  |
| Budget or cabinet papers/new policy proposal documentation |  |
| Government or Ministerial Statements |  |
| Press Releases or other media material |   |
| Annual Report / Priority Project / Program Reports |   |

### Rationale against work level standards

| Work level standards criteria | Score | Rationale  |
| --- | --- | --- |
| Knowledge  |  |  |
| Relationships  |  |  |
| Judgement and Risk |  |  |
| Independence |  |  |
| Strategic Change |  |  |
| Impact |  |  |
| Breadth |  |  |
| Resource Management |  |  |
| **Total Score** |  | **Band:**  |

| Classification  | Scores |
| --- | --- |
| EO Band 3 | 21 to 35 |
| EO Band 2 | 36 to 47 |
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