# A5 Interview protocol

## Victorian Public Service executive work value assessment interview template

### Interview details

|  |  |
| --- | --- |
| Information | Details |
| Organisation |  |
| Group/Division/Branch |  |
| Position title |  |
| Assessor |  |
| Interviewee |  |
| Interview date |  |
| End of table |  |

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.

### Work value streams

Provide the ‘work value streams’ document, explain, and give the position incumbent time to absorb and consider the information.

If you think of the position in its entirety, which of the work value stream/s would the position predominantly fall into? Now generally speaking, what percentage would you ascribe to each of your nominated work value stream/s?

The total across all five work value streams is to equal 100 per cent.

|  |  |
| --- | --- |
| Stream | Percentage |
| Delivery |  |
| Policy |  |
| Portfolio and Program |  |
| Regulatory |  |
| Professional/Specialist |  |
| End of table |  |

### Questions against the work level standards

1. Please outline the key responsibilities of the position.

What specific areas of expertise, technical knowledge, skills, and experience does the position require?

**Knowledge**

Response:

1. Who are the position’s key clients and stakeholders (both internal and external)?

In what way and how often does the position engage/ negotiate/ inform/ advise these clients and stakeholders?

Does the position represent the organisation in any capacity? Does the position sit on any committees, IDCs, working groups and other fora and in what capacity (e.g., chair/ member/ senior member)?

**Relationships**

Response:

1. What are the major risks the position must consider? Are these at a business unit/ organisational/ state-wide/ national level?

Describe the degree of complexity and/or ambiguity associated with the judgements and risk assessments made by the position? Can you give an example of how the position identifies, anticipates, and mitigates those risks?

**Judgement and risk**

Response:

1. What is the level of independence and authority that the position has in determining outcomes and are these outcomes made on behalf of the team, business unit and/or organisation? What are the timelines and horizons of planning undertaken by the position?

Can you elaborate on any delegations specific to this position including if the position is authorised to make public statements on behalf of the organisation?

**Independence**

Response:

1. Describe the strategic focus of the position.

Please provide examples in relation to the position’s responsibilities in the following areas:

* + 1. identification and coordination of responses to strategic government reforms; and/or
    2. development and implementation of change initiatives.

Please detail associated timeframes for the above examples.

**Strategic change**

Response:

1. In what ways does the position influence policy and strategic direction of the organisation? Does the position deliver services or develop overarching policy/framework? How far reaching are the impacts of that work? (e.g., impact into industry and/or community/ across the state or national / international boundaries?)

**Impact**

Response:

1. Please use examples to describe the diversity of activities and geographical breadth of responsibility managed by the position.

**Breadth**

Response:

1. What supervisory responsibilities does the position have in terms of the number of direct reports (headcount), total number of staff (headcount) overseen, and geographical dispersion?

What position does the position report to?

Please provide details for the following:

* + 1. Total revenue and total expenditure managed by the position per annum.
    2. Does the position manage operational, capital and/or project/program/grants funding or is this centralised?
    3. Is the position accountable for the development and management of budgets, finances, procurement, and expenditure?

**Resource management**

Response:

### Validation Questions

(for use in a validation interview e.g., with the reporting manager)

For executives with one or more direct reports at the SES level, the following validation questions apply.

Following each question, please provide a response for the direct report/s.

1. How would you best describe your direct report’s “role” in relation to the overall strategic direction of (insert organisation)?
2. What level of complexity can your direct report expect to deal with on a regular basis?
3. How much risk is associated with the position? How critical are the decisions that are made and the actions that are undertaken by the position?
4. An important function of the position is to represent (insert organisation), the public sector and engage with other external bodies through building strategic partnerships and relationships.

How do you see your direct report representing (insert organisation)?