

PART D: SCHEDULES AND APPENDICES STRUCTURES AND CLASSIFICATION STANDARDS

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLES

The following pages give examples of the work undertaken by Technical Officers and Senior Officers (Technical) for each of the applicable roles in each of the defined work levels.

The organisation chart provided with the position examples shows the subject position in **bold** print with the positions reporting to the subject position listed underneath. It also shows the subject position's supervisor, other positions reporting to the supervisor and the position to which the supervisor reports.

In order to simplify the presentation, the words grade, class and level have been omitted.

The following abbreviations are used:

AS	Assistant Secretary
ASO	Administrative Service Officer
FAS	First Assistant Secretary
GSO	General Service Officer
ITO	Information Technology Officer
PO	Professional Officer
PRS	Principal Research Scientist
RS	Research Scientist
SES	Senior Executive Service
SITO	Senior Information Technology Officer
SMO	Specialist Medical Officer
SO	Senior Officer
SOT	Senior Officer (Technical)
SPO	Senior Professional Officer
SPRS	Senior Principle Research Scientist
TO	Technical Officer
TTO	Trainee Technical Officer

For each example position the key classification criteria are identified.

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Description of position

The position is engaged in a variety of quality assurance activities, which include design audits for both hardware and software, related to services provided by the Defence Science and Technology Organisation and contractors for the Royal Australian Navy in South Australia. The position administers the branch computing facility and an automated Data Base Management Information Service which is integral to the operations of the group, including the design of new access mechanisms and the maintenance of the currency of the data base information.

A Senior Professional Officer C within the same work area discusses priorities with and allocates work to the occupant. Guidance is received from the SPO C on the more difficult aspects of the job, particularly in relation to advanced equipment being developed for Navy.

The position supervises the work of two staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

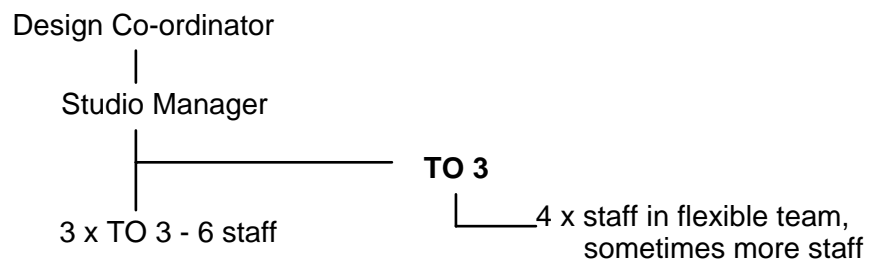
Agency, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide graphic design services.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

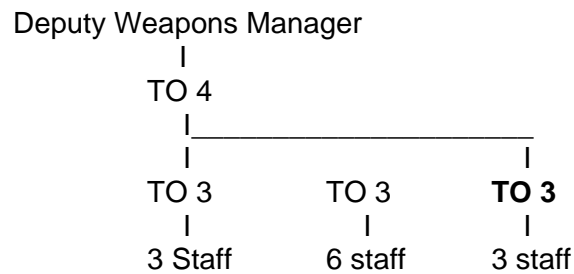
Agency, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide repair, maintenance and calibration services for weapons and weapons systems in service with the Royal Australian Navy.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team engaged in repair and maintenance of a guided weapon type in service with the Royal Australian Navy.

Duties include overseeing procedures associated with testing the guided weapon systems using computer driven automatic test equipment; raising defect reports; recommending courses of action; and taking repair action as required. Ensuring daily serviceability of the automatic test equipment including calibration, problem identification, raising defect reports and maintenance. Liaising and providing input on software modification and installation matters for the automatic test equipment. Assist in the planning of the work program for the team. Provide advice to management and the Services on technical aspects of testing and procedural matters relating to the guided weapon type.

The position operates to a production schedule and target determined by a more senior Technical Officer within a statement of objectives given by a more senior Technical Officer.

The position supervises three Technical Officers.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate Impact	:Not applicable

Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE (Contd)

Description of position

The position co-ordinates the activities of the cytology sub-section and undertakes the more demanding technical work.

Duties include identifying priorities and allocating resources and work; recruiting staff and co-ordinating training programs; preparing and delivering instructional material; preparing budget submissions and monitoring expenditure; initiating, implementing and documenting quality assurance programs; recommending equipment purchases; providing input to the development of national standards; co-ordinating major community screening programs; undertaking very complex diagnostic testing procedures; providing pathological advice to clients and liaising with hospital staff and doctors on collecting and processing specimens and interpreting the results; and providing advice to medical practitioners on cytology matters up to a suspicion of malignancy and on testing procedures.

The position operates within broad policy guidelines and consults with senior medical staff on particularly complex cases and procedures.

The position manages 10 staff and provides technical guidance to senior technical staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Function
Level of control	:Within broad guidelines
Technical complexity	:Very complex
Management responsibility	:Not applicable
Corporate impact	:Moderate corporate impact

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position plans, controls and co-ordinates the orderly progression of design and drafting work relating to major capital equipment and their facilities, including upgrades and modifications.

Duties include prioritising work and planning resources to meet work load and timing commitments; co-ordinating design and drafting work, including aspects relating to design; undertaking the more difficult work as required, including the generation of critical specifications, the analysis of contractors' proposals with respect to specialised systems, and investigation of problem areas; accepting the responsibility for selection and training of staff; and providing advice to subordinates, contractors and others on technical aspects of design and drafting matters, including choice of materials and implementation methodology.

The position operates with moderate independence within a statement of objectives given by the SPO B but consults with professional staff on very difficult or unusual aspects of the work.

The position supervises a small design and drafting team.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Function
Level of control	:Within broad guidelines
Technical complexity	: Moderately complex to very complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE (Contd)

Description of position

The position, in collaboration with a variety of individual task managers, provides specialist advice on, and designs, plans and oversees the development of advanced specialist systems; designs, plans and supervises the development of laboratory and field prototypes and their integration with weapons systems. The nature of the equipment being developed demands an in depth knowledge across several technological streams including digital and analogue electronics, electro-mechanics and optics and the capability to successfully integrate particularly complex systems involving all of these technologies into composite products.

The position works with considerable independence, but consults with task managers as required. It liaises regularly with group leaders and workshop, service and industry personnel.

The position supervises a small team engaged in associated activities.

Classification criteria:

Role	:Technical Specialist
Breadth of work	:Activity
Level of control	:Within broad guidelines
Technical complexity	:Particularly complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level I

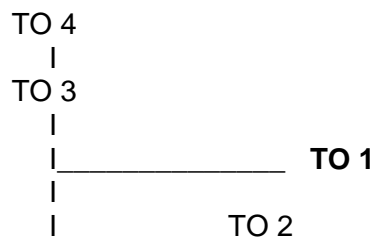
Department of Community Services and Health, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To test sterile and non-sterile pharmaceuticals and immunobiological products for safety and efficacy, develop test methodology and undertake evaluation of manufacturers' protocols.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a team engaged in the isolation and identification of micro-organisms in therapeutic products.

Duties include carrying out straightforward routine testing programs using prescribed methods and procedures, including inoculation of media with unknown bacteria, culturing the bacteria and sub-culturing the bacteria to isolate single species; undertaking straightforward and flow-charted identification procedures routine calibration of analysis equipment; and minor equipment maintenance.

The TO 1 receives continual help from other technical staff in identifying micro-organisms and is closely supervised.

The position has no responsibilities for subordinate staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 1

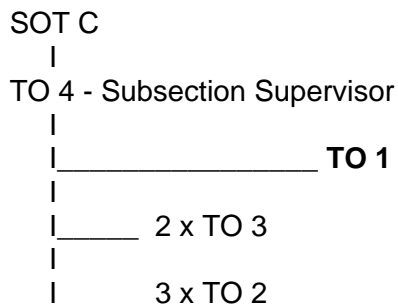
Department of Administrative Services, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide for the production of topographic series mapping, general reference mapping, atlases and other related cartographic products.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a team engaged in drafting activities related to the production of cartographic products.

Duties include map data selection, acquisition, manipulation and output using predefined and straightforward computer aided map production methods; straightforward map production work using standard manual methodology; and assisting other staff in preliminary checking of cartographic products so produced.

A TO 4 in charge of the team allocates the work, determines priorities and closely monitors the standard of work performed.

The position has no responsibilities for subordinate staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 1

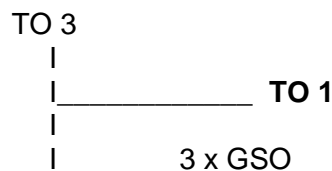
Department of Community Services and Health, VIC

Role: Technical Practitioner

Purpose and type of work of the work area

To provide for the distribution, processing and evaluation of personal radiation monitors. the maintenance of records and provision of advice to clients on personal radiation monitoring programs. A program of developmental work relating to the introduction of new radiation measuring techniques is also undertaken.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team engaged in activities related to the processing of personal radiation monitors.

Duties include undertaking straightforward measurements and assessments on a variety of radiation monitors using prescribed procedures and preparing associated reports; and assisting other staff in quality control activities.

A TO 3 within the same work area allocates the work, determines priorities and closely monitors the standard of work performed.

The position has no responsibilities for subordinate staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 1

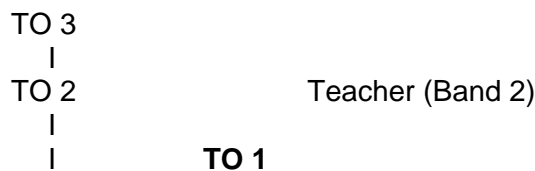
ACT Government Service

Role: Technical Practitioner

Purpose and type of work of the work area

To provide technical support to the teaching staff of the Applied Science School within the Canberra Institute of Technology.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position undertakes technical duties related to the teaching of horticulture, greenkeeping, commercial floristry and agriculture.

Duties include preparing tissue culture experiments for students to prescribed procedures involving media, nutrients and growth hormones; setting up chemical experiments to prescribed procedures relating to nutrient deficiency; sterilising instruments and materials; setting up and maintaining grass samples used for identification in greenkeeping courses; maintaining preparation and storage areas for commercial floristry; organising plant materials for classroom work; maintaining environmental cabinets and other apparatus; and maintaining the school's seed collection.

The position assists the teacher in class as required. The TO 2 and teaching staff provide close technical guidance.

The position has no responsibilities for subordinate staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 1

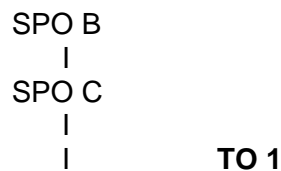
Department of Administrative Services, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide technical assistance in the development and maintenance of ACT cadastre and mapping.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is contracted out to ACT Government and is engaged in the location of road signs and markings.

Duties include the setting out of traffic control markings, median strips, roundabouts and car parks to prescribed guidelines; liaising and co-ordinating with service providers such as gas, electricity, water and telecom authorities on straightforward matters; undertaking straightforward surveying work relating to associated engineering construction work; and assisting other staff with less straightforward surveying tasks.

A SPO C (Land Surveyor) supervises and provides close technical guidance to the position.

From time to time the position supervises GSO's undertaking line marking.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	: Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 2

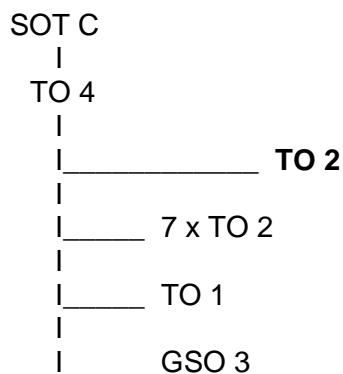
Department of Foreign Affairs and Trade, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide technical support in the installation and maintenance of a secure communications network between Australian government departments and overseas missions.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a team engaged in the installation and maintenance of secure communication and related equipment

Duties include packing, installation, commissioning and maintenance of 'off-the-shelf secure communications equipment; assistance in the testing and commissioning of new secure communication concepts; and straightforward maintenance of computer and peripheral equipments.

A TO 4 from the same work area determines priorities and provides technical guidance, particularly where unfamiliar work is performed, and oversees the standard of work performed.

The position has no responsibilities for subordinate staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks and activities
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 2

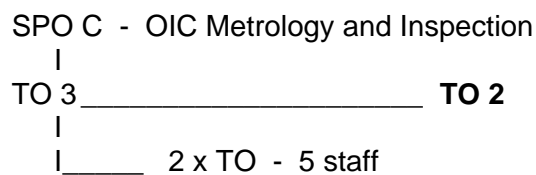
Department of the Treasury, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide quality control and metrology services for the Royal Australian Mint.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team engaged in the provision of precision metrology services to NATA standards for the Royal Australian Mint.

Duties include the calibration of precision measuring equipment, including micrometers and laboratory balances; checking and calibration of special tools and gauges; generation of profile information for dies using standard procedures; operation of computer controlled measuring equipment; limited repair of balances; and provision of reports associated with these activities.

A TO 3 from the same work area determines priorities and provides technical guidance when needed and oversees the standard of work performed.

The position has no responsibilities for subordinate staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks and activities
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 2

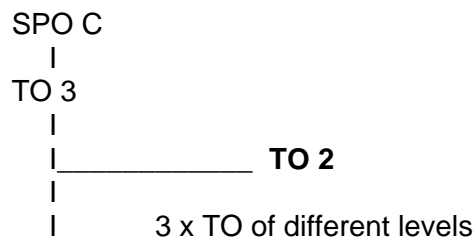
Department of Veterans' Affairs, VIC

Role: Technical Practitioner

Purpose and type of work of the work area

To provide for the repair, maintenance and acceptance testing of biomedical equipment used in a hospital environment, to oversight safety standards and to provide for minor developmental work of such equipment

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team engaged in repair and maintenance activities related to biomedical equipment.

Duties include straightforward repair, maintenance, testing and calibration of biomedical equipment; ensuring that equipment meets appropriate safety standards; and minor design and construction of circuits where these are required by hospital staff.

A TO 3 from the same work area determines priorities and provides technical guidance when needed, particularly where unfamiliar work is involved, and oversees the standard of work performed.

The position has no responsibilities for subordinate staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks and activities
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 2

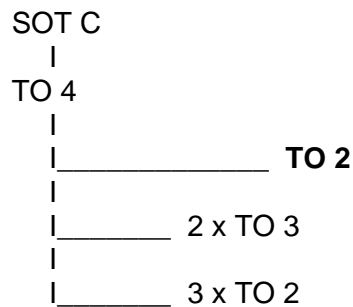
Department of Administrative Services, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To produce and check plans for the Australian Capital Territory cadastre and maintain related digital data bases.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of Position

The position is located in a small team engaged in the production of plans for the Australian Capital Territory cadastre and the maintenance of related data base information.

Duties include undertaking straightforward subdivision computations and related database tasks and activities; undertaking straightforward survey computations for arterial roads, performing straightforward examinations of redevelopment proposals; interpreting straightforward town planning and other design plans and the results of computations; correlating of surveying data for computer aided production of plans; preparing straightforward sketches and plots to illustrate problems and the results of computations; and coding of computations for computer processing. The position assists senior staff on the more complex tasks and activities as required.

A TO 3 from the same work area determines priorities and oversees the standard of work performed. Technical guidance is provided by more senior professional and technical staff as necessary.

The position assists with the supervision of lower level staff.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks and activities
Level of control	:With close technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 2

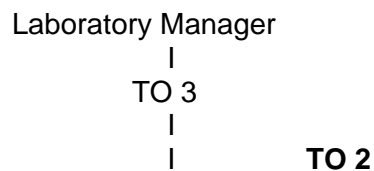
Department of Community Services and Health, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To test sterile and non-sterile pharmaceuticals and immunobiological products for safety and efficacy, develop test methodology and undertake evaluation of manufacturers' protocols.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position prepares solid and liquid media for use in testing of therapeutic goods.

Duties include undertaking prescribed procedures to prepare, sterilise and dispense media in the forms required by the micro biological testing unit and other laboratories; scheduling production, taking into consideration media shelf life; recommending changes to procedures and updating procedural documentation as required; sterilising and packaging laboratory glassware and other utensils; maintaining test equipment, the media production room and media storage facilities; ordering media generation components; decontaminating used materials; and training staff in media production techniques as required.

A TO 3 from the same work area provides general direction, provides technical guidance when needed and oversees the standard of work performed.

The position assists with the supervision of trainees and staff on loan

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks and activities
Level of control	:With technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 2

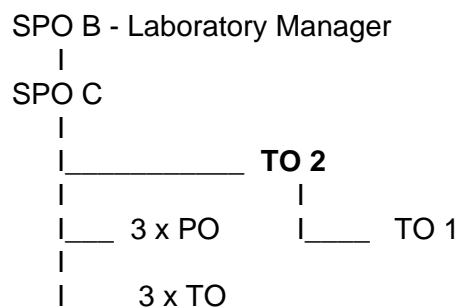
ACT Government, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide a 24 hour pathology service, including laboratory services, to the Red Cross Blood Transfusion Service.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a laboratory sub-section which receives human specimens, including blood, urine and faeces, from hospitals, health care centres and private practitioners for preparation and analysis.

Duties include receiving incoming specimens, checking the suitability of the specimens for the tests required, correlating the specimens with the patients and recording patient and specimen details; prioritising the work in a high through-put environment; preparing the specimens for the tests to be undertaken, including centrifuging, removing serum and chilling as necessary; documenting new and changed procedures for incoming specimens; demonstrating to new staff laboratory procedures and protocol; and notifying doctors whether specimens are appropriate.

Technical guidance is provided by professional staff on the more difficult aspects.

The position may supervise a TO 1.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With technical guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

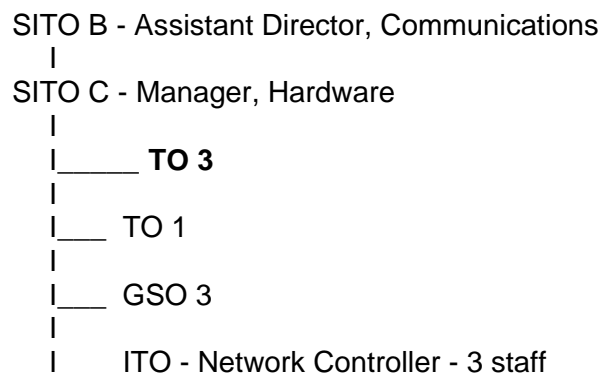
Australian Taxation Office, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To install or arrange for installation of communications network hardware for computer equipment operated by the Australian Taxation Office and to maintain such equipment.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team engaged in installation and maintenance activities related to large computer networks.

Duties include planning of network cable installation programs, both locally and in the field; installation and maintenance of network cabling, both locally and in the field, including some fibre optic cabling; manufacture and installation of cable patch panels where required; provision of acceptance testing services for line termination equipment; provision of assistance in fault finding terminal equipment and arranging for repair, and provision of advice on aspects of network cabling.

A SITO C, within the same work area, allocates priorities and provides general guidance. Technical advice is sought from the SITO C only when required, particularly where software is involved.

The position supervises one TO 1 and one GSO.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Straightforward
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

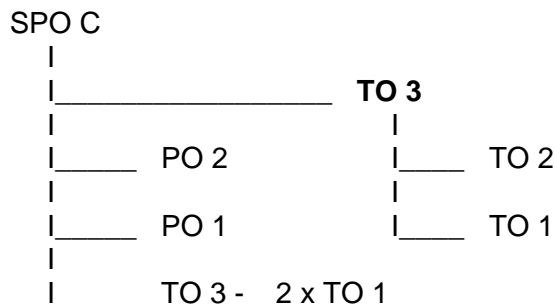
Department of Community Services and Health, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To test sterile and non-sterile pharmaceuticals and immunobiological products for safety and efficacy, develop test methodology and undertake evaluation of manufacturers' protocols.

Classification chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team engaged in testing programs associated with the enumeration and identification of micro-organisms in therapeutic products.

Duties include planning and co-ordinating the technical work within the section; carrying out the team's non-routine and more difficult testing programs; developing and documenting new and revised methods, including those for unusual products; maintenance of all culture stocks; and maintenance of laboratory manuals.

A Senior Professional Officer C within the work area allocates the work and determines priorities. Technical advice is sought from the SPO C only when difficulties are encountered.

The position supervises a TO 2 and a TO 1.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Tasks and activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

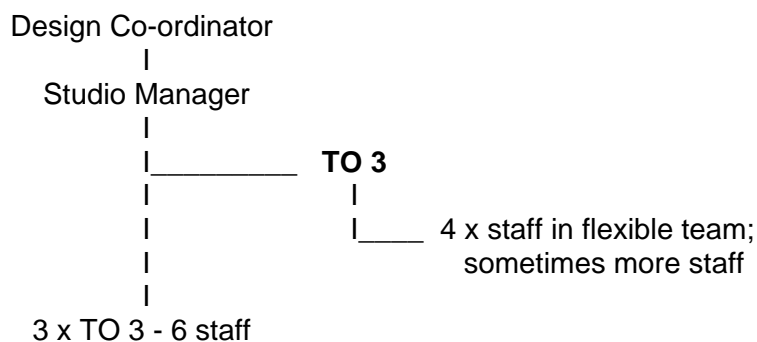
Australian Government Publishing Service, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide graphic design services to ACT Government Departments and Agencies, and other clients.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position co-ordinates a small team of graphic designers and advises clients on graphic design issues.

Duties include supervising the work of the graphic design team, including allocating tasks, monitoring progress, providing advice on graphic design matters and on-the-job training; accepting and analysing clients' design briefs; advising clients on technical design matters; liaising with clients, editors, publishing and other staff during an assignment; co-ordinating the completion of the assignment as necessary; conceptualising and producing artwork; and preparing printing specifications. It is at times difficult to marry the preconceived views of clients with practical and aesthetic considerations.

The position receives limited advice on technical design matters from more senior staff.

The position supervises a team, normally comprising two TO 2s, a TO 1 and a GSO, but which can often be larger.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

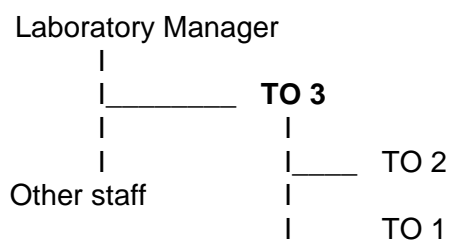
Department of Community Services and Health, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To test sterile and non sterile pharmaceuticals and immunobiological products for safety and efficacy, develop test methodology and undertake evaluation of manufacturers' protocols.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team engaged in testing programs associated with the enumeration and identification of micro-organisms in therapeutic products.

Duties include undertaking a range of testing procedures, including testing for fungal and bacterial content; deciding the nature of the test methodology; assessing total micro-organism count; developing, modifying and documenting testing procedures and methods, including those for unusual products; training staff, including professional officers and representatives of private manufacturers in testing and identification methods; maintaining reference cultures for use by the unit and private manufacturers; preparing reports on the conduct of tests and new procedures; and providing advice to other technical staff and manufacturers on testing and identification methodology.

A senior officer within the work area allocates the work and determines priorities. The position receives technical direction from professional staff infrequently and only in relation to the more difficult procedures.

The position supervises the work of two TOs.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

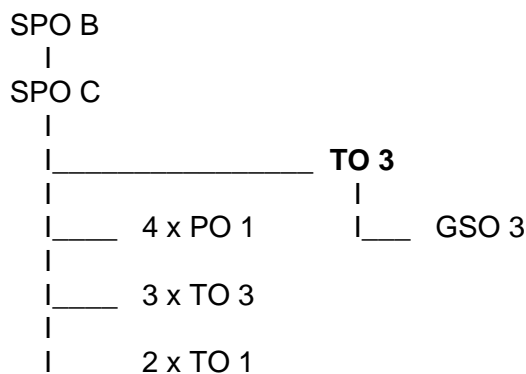
Department of Administrative Services, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To develop and maintain ACT cadastre and to provide topographical and engineering surveys to public and private sector clients.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of Position

The position is located in a small team engaged in field work and data reduction activities associated with civil engineering work in the ACT.

Duties include undertaking detailed engineering survey activities relating to 1:500 and 1:200 scales and associated data reduction; calibrating and maintaining measurement equipment; liaising with commercial and other clients; providing estimates and quotes to clients; researching existing information and bench marks; organising field resources; and undertaking the necessary field work, including the resolution of on-site difficulties.

An SPO C (Land Surveyor) allocates the work, determines priorities and provides technical guidance on the more difficult aspects of the work only when required.

The position supervises the work of a GSO 3.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	: Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

Department of Administrative Services, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To develop and maintain ACT cadastral and mapping data and to provide topographical and engineering surveys to private and public sector clients.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a section engaged in field survey work and associated data reduction with respect to civil engineering work in the ACT.

Duties include liaising with clients to establish the content and dimension of the survey work; providing cost estimates and quotations to clients; researching the extent of existing survey data; leading and participating in a small team that undertakes the field data gathering survey work; undertaking data capture and reduction activities; checking data for accuracy and coherency; compiling reports to clients; and providing operational advice and technical guidance to assistants in the field.

An SPO C allocates the work and only provides technical guidance on the more difficult aspects of the work.

The position supervises the work of a GSO.

Classification criteria:

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	: Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

ACT Government, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide technical support to the teaching staff of the Applied Science School within the Canberra Institute of Technology.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position undertakes technical support duties related to the teaching of a number of Associate Diploma courses in the Physics Department of the Applied Science School, including physics, engineering and high school certificate subjects.

Duties include preparing and setting up classroom physics experiments and demonstrations ranging from simple student exercises to complex demonstrations such as a geophysical system simulation; setting up data logging equipment to record physical data; undertaking the fault diagnosis and repair of electronic test equipment; developing techniques to demonstrate physics principles; assisting in the setting up of computer systems for the Applied Science School; researching the market for new equipment and recommending its purchase; overseeing a TO 1 who assists in setting up experiments and demonstration material; providing technical support to geophysics field camps; and documenting procedures.

The position works in a situation where there is little recourse to technical expertise. A Band 2 teacher specifies requirements and provides minimal guidance on technical aspects of the work.

The position supervises the work of a TO 1.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	: Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

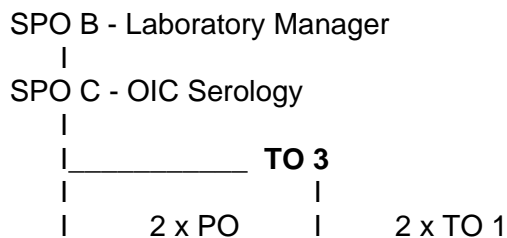
ACT Government, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To undertake disease screening and blood group testing for Red Cross Blood Banks and serological testing for hospital patients and out-patients.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team which provides technical support to the haematology/serology testing program.

Duties include co-ordinating the activities of a small sub-section of the laboratory performing automated and manual analyses or complex analyses as required; liaising with staff of the Blood Bank on routine procedural matters; supervising staff in the sub-section; scheduling and performing routine maintenance and calibration of equipment; including automatic liquid handling machines, automated blood group, virus and disease analysis machines, processing machines, incubators and centrifuges; co-ordinating and organising non-routine repairs and maintenance by period contract and ad hoc means; ordering stores of consumables, testing kits and spare parts and keeping associated records; training staff in serology testing procedures; ensuring control reagents etc comply with quality assurance requirements; liaising with suppliers and providing recommendations on new equipment; and liaising with the Blood Bank on serology testing procedures.

A Senior Professional Officer C provides general direction and minimal guidance on technical matters.

The position supervises two technical staff.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	: Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 3

ACT Government, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To undertake investigations relating to plant introduction and turf, pest, tree, irrigation and lake management and to advise the community on such matters.

Organisation chart

SPO C - Manager, Technical Services Unit
|
TO 4 - Trees, Pests and Lakes
|
|_____ **TO 3 - Tree Management**
|
|____ 4 x TO

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a team which investigates problems and develops techniques associated with the management of trees, pests and lakes in the ACT.

Duties include generating and maintaining procedural and policy manuals relating to tree management in the ACT, including landscaping issues, usage guidelines and establishment procedures; investigating problems in the field, including those relating to pests and diseases, and recommending corrective action where appropriate; developing suitable methodologies for the assessment and handling of hazardous trees; liaising with Parks and Conservation staff and planning authorities with regard to the usage and protection of trees generally; and advising customers and the public on the suitability of trees, including disease susceptibility, climatic tolerance, site suitability and management issues.

A TO 4 allocates work to the position and provides technical guidance when necessary.

The position sometimes supervises up to three technical staff.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Activities
Level of control	:With limited guidance
Technical complexity	:Moderately complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 4

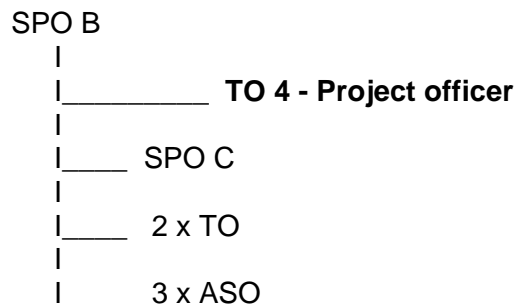
Department of Administrative Services, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To design, specify and co-ordinate the construction of facilities relating to the fit out of offices for customer organisations in a commercially competitive environment.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a small team co-ordinating project work, generally through contractors, relating to the fit out of offices.

Duties include liaising with clients on requirements; providing advice to clients and architectural staff on all aspects of office fitting out, including costs and timescales; supervising the production of sketch plans, including input to the design process, arranging for analysis, detailed design and specification of mechanical, electrical, air conditioning and data cabling aspects and furniture and fittings etc, and where applicable calling in relevant specialists and consultants; co-ordination and facilitation of the execution of the work by contractors for the customer organisations, including the resolution of on-site difficulties and provision of advice on procedural problems; responsibility for substantial financial delegation per month in the field; and keeping records on contractor performance.

The position operates with moderate independence within a statement of objectives given by the SPO B and regularly discusses operational issues with that person.

The position has no direct subordinate staff but co-ordinates and supervises a variety of contractors located at various sites.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Function
Level of control	:Within broad guidelines
Technical complexity	:Moderately complex to very complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 4

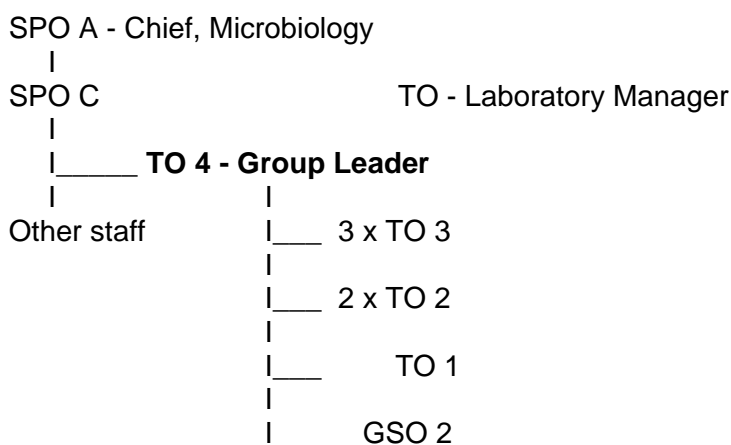
Department of Community Services and Health, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To test sterile and non-sterile pharmaceuticals and immunobiological products for safety and efficacy, develop test methodology and undertake evaluation of manufacturers' protocols.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position co-ordinates the execution of work undertaken by the Sterility sub section of the Therapeutic Goods Administration Laboratory.

Duties include undertaking the more complex and more sensitive tests relating to complaints by the public and the writing of the more complex procedures; liaising with industry representatives in relation to laboratory supplies and other matters; providing advice to management and pharmaceutical manufacturers on testing methodology and outcomes; planning the monthly work program; overseeing reports on testing undertaken, the maintenance of procedural manuals and the care and maintenance of laboratory assets and test equipment; supervising technical and other staff in the sub section; and monitoring the standard of work performed and overseeing the training of staff.

The position operates within a statement of objectives given by a SPO C. The position only receives guidance on very difficult issues.

The position supervises three TO 3's, two TO 2's, a TO 1 and a GSO 2.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Function
Level of control	:Within limited guidelines
Technical complexity	:Moderately complex to very complex
Management responsibility	:Not applicable
Corporate impact	:Limited corporate impact

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 4

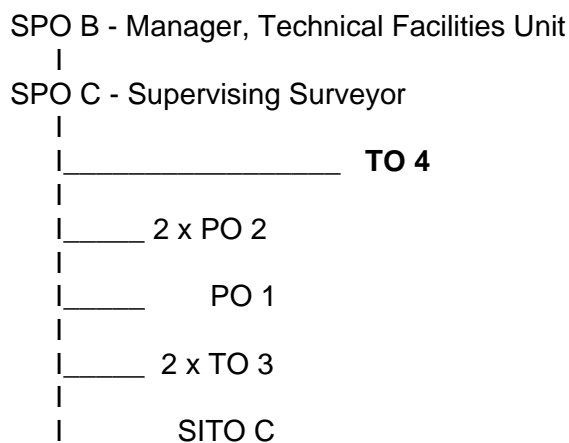
Department of Administrative Services, ACT

Role: Technical Specialist

Purpose and type of work of the work area

To develop, update and maintain a national geodetic network of trig stations and associated data bases with information relating to multiple spheroids, including both horizontal and vertical control.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is engaged in the definition and specification of the system requirements for the generation of a new geodetic data base.

Duties include developing and specifying suitable mathematical methodology to compute geoid-ellipsoid separation values for all 1: 250,000 mapped areas of Australia and Antarctica using both locally generated and international models; handling the system level integration of data relating to disjoint programs; developing and specifying conversion methodology between different spheroids; undertaking computations associated with the national levelling network and other data conversions; providing advice to other states and the hydrographer on the system level requirements of the data base, on the transformation from one spheroid to another and on geodetic computation generally; and training others in how to use the data base and conversion programs so generated.

Professionals within the work area allocate the work and determine prioritise. The system level decisions can have a major impact on the final outcomes.

The position has no responsibilities for subordinate staff.

Classification criteria

Role	:Technical Specialist
Breadth of work	:Activity
Level of control	:Within limited guidelines
Technical complexity	:Very complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 4

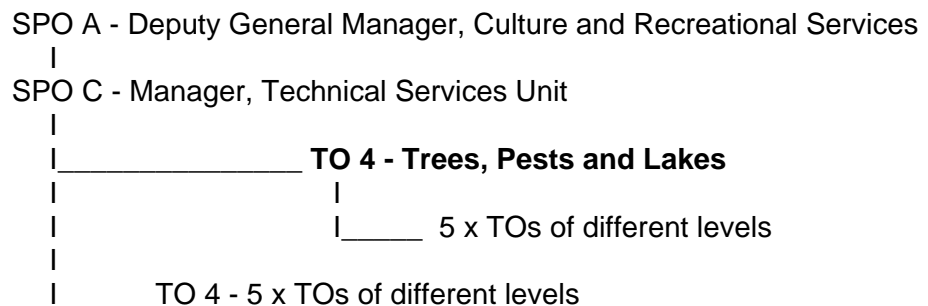
ACT Government, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To develop programs of research, including tests and trails, relating to plant introduction and turf, pest, tree, irrigation and lake management.

Organisation chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a team performing activities related to soil science, turf management, irrigation and tree, lake and pest management.

Duties include developing and implementing policies and procedural manuals relating to turf management, soils and irrigation; liaising with clients and advising on landscape design and construction standards; allocating technical resources and work; overseeing the standard of work performed; identifying the training needs of staff and preparing and presenting instructional material; ensuring that advice provided to clients by technical staff is appropriate; representing the Unit on committees, conferences and seminars; and providing assistance to professional staff in the formulation of the Unit budget and Business Plan.

A Senior Professional Officer C provides general direction and minimal guidance on technical matters.

The position supervises five technical staff.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Function
Level of control	:Within limited guidelines
Technical complexity	:Moderately complex to very complex
Management responsibility	:Not applicable
Corporate impact	:Limited corporate impact

Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE

Technical Officer, Level 4

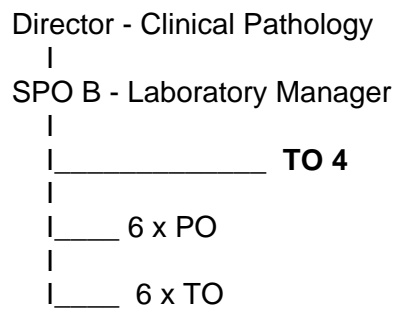
ACT Government, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To analyse biological fluids for chemical content and report the results of the analyses.

Organisation Chart



Schedule 13 - Technical Officers

TECHNICAL OFFICER POSITION EXAMPLE (Contd)

Description of position

The position is located in a laboratory which analyses biological fluids for chemical content and reports the results.

Duties include liaising with equipment suppliers, undertaking detailed assessment of new equipment and appliances, including operating costs, prioritising hospital needs and recommending the purchase of specific equipment; co-ordinating and overseeing routine and breakdown maintenance procedures on equipment, including nephelometers, chemical analysis machines, chromatographs, spectrophotometers, gamma particle counters and centrifugal analysers, raising service requests and contracts and undertaking field repairs where appropriate; budgeting for and co-ordinating the purchasing of laboratory consumables; providing training to staff and students in the use and operation of new equipment after undertaking training courses with the equipment manufacturers; ensuring that health and safety procedures are followed by staff, including the disposal of hazardous waste, updating and maintaining the relevant occupational health and safety manuals as necessary; liaising with other organisations such as the universities and CSIRO on testing machines and methodology; and resolving the day-to-day laboratory problems.

The position works within a broad statement of objectives given by a Senior Professional Officer B. They jointly make decisions on equipment purchases.

The position has no responsibilities for subordinate staff.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Function
Level of control	:Within broad guidelines
Technical complexity	:Moderately complex to very complex
Management responsibility	:Not applicable
Corporate impact	:Not applicable

Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE

Senior Officer (Technical), Grade C

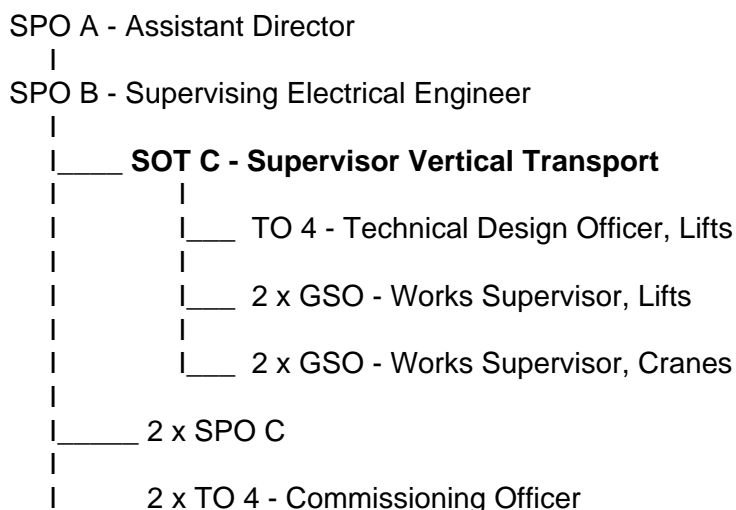
Department of Administrative Services, VIC

Role: Technical Practitioner

Purpose and type of work of the work area

To provide technical advice, system design services, specifications and cost estimates and to call, evaluate and let tenders relating to the installation and maintenance of vertical transportation systems for client departments.

Organisation chart



Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE (Contd)

Description of position

The position provides technical advice, systems design services, specifications and cost estimates relating to the installation and maintenance of vertical transportation systems, including lifts, cranes, escalators and moving walkways, for client departments.

Duties include reporting on the standards and suitability of buildings purchased or leased by client departments; ensuring a high standard of installation and maintenance contracts for vertical transportation systems, including the authorisation of progress payments; providing recommendations, system design services, cost estimates and specifications for the upgrade of existing vertical transportation systems; providing technical advice on locations, levels, types, speeds, capacities and space requirements of new vertical transportation systems; and supervising the work of a small cell of staff engaged in similar duties.

The position operates with considerable independence within a broad statement of objectives given by a Senior Professional Officer B and regularly discusses with that person current operational issues.

The position supervises five staff.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Function
Level of control	:Within broad guidelines
Technical complexity	:Very complex
Management responsibility	:Not applicable
Corporate impact	:Moderate corporate impact

Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE

Senior Officer (Technical), Grade C

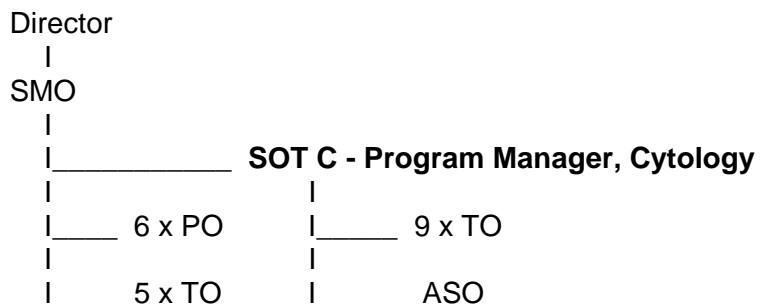
ACT Government, ACT

Role: Technical Practitioner

Purpose and type of work of the work area

To provide a cytology service for hospital staff and external health centres.

Organisation chart



Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE (Contd)

Description of position

The position co-ordinates the activities of the cytology sub-section and undertakes the more demanding technical work.

Duties include identifying priorities and allocating resources and work; recruiting staff and co-ordinating training programs; preparing and delivering instructional material; preparing budget submissions and monitoring expenditure; initiating, implementing and documenting quality assurance programs; recommending equipment purchases; providing input to the development of national standards; co-ordinating major community screening programs; undertaking very complex diagnostic testing procedures; providing pathological advice to clients and liaising with hospital staff and doctors on collecting and processing specimens and interpreting the results; and providing advice to medical practitioners on cytology matters up to a suspicion of malignancy and on testing procedures.

The position operates within broad policy guidelines and consults with senior medical staff on particularly complex cases and procedures.

The position manages 10 staff and provides technical guidance to senior technical staff.

Classification criteria

Role	:Technical Practitioner
Breadth of work	:Function
Level of control	:Within broad guidelines
Technical complexity	:Not applicable
Management responsibility	:Not applicable
Corporate impact	:Moderate corporate impact

Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE

Senior Officer (Technical), Grade B

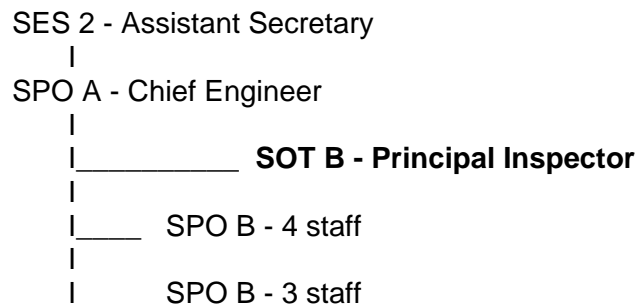
Agency, ACT

Role: Technical Specialist

Purpose and type of work of the work area

To ensure that certain major public facilities in Australia comply with Australian and International safety standards.

Organisation chart



Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE (Contd)

Description of position

The position, as the Principal Inspector for Australia as a whole, ensures that certain major public facilities comply with Australian and International safety standards.

Duties include monitoring the inspection functions undertaken by Regional staff; initiation, review and provision of input to engineering standards, practices and procedures relating to safety, inspection and maintenance of facilities; formulation of policy related to facility usage and maintenance; monitoring Regional input to relevant information publications; oversighting of training programs for technical staff; conducting awareness conferences and seminars with Regional technical staff; and provision of an annual report to the executive on the status of facility safety standards. Decisions made and procedures, practices and systems implemented have a far reaching impact on the regulated facilities and public safety.

The position operates with practically complete independence subject only to a statement of objectives.

The position has no direct responsibilities for staff.

Classification criteria

Role	:Technical Specialist
Breadth of work	:Function
Level of control	:Within technical independence
Technical complexity	:Not applicable
Management responsibility	:Not applicable
Corporate impact	:High corporate impact

Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE

Senior Officer (Technical), Grade B

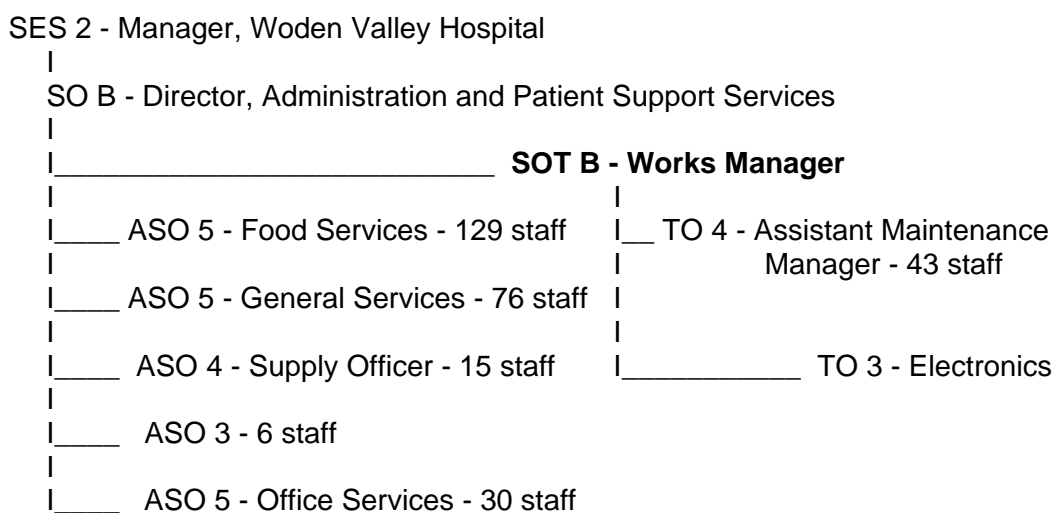
ACT Community and Health Services, ACT

Role: Technical Manager

Purpose and type of work of the work area

To provide administrative and support services to achieve the effective upkeep and running of the Woden Valley Hospital.

Organisation chart



Schedule 13 - Technical Officers

SENIOR OFFICER (TECHNICAL) POSITION EXAMPLE (Contd)

Description of position

The position manages the operation of the Maintenance and Works Department of the Woden Valley Hospital.

Duties include planning, development and co-ordination of all maintenance procedures and programs relating to the Woden Valley Hospital; provision of high level advice on changes, improvements and developments in maintenance equipment, services and procedures; liaison with Government departments and authorities, including the ACT Electricity and Water Authority and Australian Construction Services on matters affecting maintenance and works; participation in the selection of maintenance contractors and oversight of the delivery of such services; preparation of financial estimates and control of expenditure for maintenance services, including those provided through contractors; participation in discussions on maintenance rationalisation, energy management, fire safety, security and evacuation procedures with appropriate authorities; oversight of the preparation of maintenance procedures and manuals, their implementation and recording; and development of staff training schemes. The position has a high impact on the effective running of the hospital.

The position works with autonomy of operation and has no recourse of action to professional staff.

The position manages a large workforce.

Classification criteria

Role	:Technical Manager
Breadth of work	:Not applicable
Level of control	:Not applicable
Technical complexity	:Not applicable
Management responsibility	:High management responsibility
Corporate impact	:Not applicable