



ASSOCIATES ACN 083 481 298

WORK LEVEL STANDARDS ASSESSMENTS

FOR

**A SPECIFIED POSITION:
NATIONAL MANAGER BUILDING CODE COMPLIANCE**

FAIR WORK BUILDING AND CONSTRUCTION

January 2015

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EXECUTIVE SUMMARY

This report summarises the findings of an evaluation of a proposed new Senior Executive Service (SES) position in Fair Work Building and Construction (FWBC), that of National Manager, Building Code Compliance. The proposed position is being evaluated by Workplace Research Associates at the request of the Director, FWBC. Additionally, the potential passage of a new National Building Code through Parliament expected in the first half of 2015 will confer on the FWBC (or its likely successor, the Australian Building and Construction Commission) new powers and responsibilities in line with contemporary Government policy in relation to the building and construction industry.

Based on an analysis of the proposed role using the APSC's SES job evaluation methodology, the review finds and recommends the following:

Recommendation 1: That the proposed position be classified at the level of SES Band 1:

- National Manager, Building Code Compliance

The review is presented to FWBC for consideration.

BACKGROUND

This report summarises the findings of an evaluation of a proposed new Senior Executive Service (SES) position in Fair Work Building and Construction (FWBC), that of National Manager, Building Code Compliance. The proposed position is being evaluated by Workplace Research Associates at the request of the Director, FWBC. Additionally, the potential passage of a new National Building Code through Parliament expected in the first half of 2015 will confer on the FWBC (or its likely successor, the Australian Building and Construction Commission) new powers and responsibilities in line with contemporary Government policy in relation to the building and construction industry.

Details of those who participated in the review are presented at Attachment A.

METHODOLOGY

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

¹ Corporate documentation may include (and is not limited to) any or all of the following: Budget and Cabinet papers ; delegations held by the role; performance agreements; Annual Reports; Business Plans; role descriptions; Government/Ministerial statements, press releases etc ; new policy proposal documentation; organisation charts—existing and proposed.

WORK LEVEL ASSESSMENT: NATIONAL MANAGER, BUILDING CODE COMPLIANCE

KEY RESPONSIBILITIES

The key responsibilities of the role will be:

- As a member of the Executive, support the Director in the effective management of the Agency
- Manage the Building Compliance Code group including direct management of two EL 2 staff, an Executive Assistant and up to 71 operational staff at any point in time (under a dynamic and co-operative management arrangement with National Manager, Operations. All State and Territory Directors will report to the National Manager, Code for all Code related operational activities)
- Manage an operational budget of up to \$3.417 million for Code activities
- Lead both the administrative and operational activities of the Building Code
- Provide high level support to the Director to ensure compliance with laws in areas including unlawful industrial action, coercion, right of entry, freedom of association and discrimination
- Be responsible for ensuring the Government meets the outcomes set out in the Building Code 2013 and Guidelines and that the Code and Guidelines are adhered to by:
 - Working with Government entities to ensure the aims of the Code and Guidelines are enshrined in tendering conditions, tendering evaluation criteria and final project contracts
 - Establishing high level engagement with both Government and industry stakeholders
 - Monitoring compliance with the Code and Guidelines and receiving reports of alleged breaches and reporting breaches to the Code Monitoring Group
 - Developing and promulgating information and education activities for both Government departments and the industry to promote compliance with the Code and Guidelines including:
 - Development of educational material to engage with government and industry stakeholders
 - Provision of an advisory and educational capacity across government departments in relation to compliance requirements surrounding construction procurement
 - Provision of an advisory and educational capacity to industry stakeholders on their obligations in relation to the Code and Guidelines
 - Presentations to stakeholders as required
 - Referring breaches of the law to the appropriate enforcement agency and coordinating compliance and enforcement activity

- Provide authoritative advice to the Minister for Employment and the FWBC Director on policy matters, emerging issues and options for improving compliance within the Code and Guidelines
- Identify and implement continuous improvement to support the implementation of the Code and Guidelines and ensure productivity improvement in construction projects across government, including the provision of building and construction site visits, inspections and audits
- Engender a culture within the Building Code Compliance Group that is committed to service and is ethical, respectful, accountable and impartial

KEY CLIENTS AND STAKEHOLDERS

The key clients and stakeholders associated with the role are:

Internal

- Director, Fair Work Building and Construction
- All members of the FWBC Executive Board

External

- Minister and Senior advisors in the Minister's Office
- External stakeholders including employer such as the ACCI, AIG, MBA, HIA and employee associations
- The legal profession
- The workplace relations community
- Other intra-Government stakeholders such as the Department of Employment, Fair Work Ombudsman, the Fair Work Commission, the Australian Competition and Consumer Commission, the Australian Securities and Investment Commission, the Australian Taxation Office, the Immigration and Border Protection Portfolio
- State and Territory Government agencies

ANALYSIS OF THE WORK VALUE OF THE ROLE

CRITERION	SCORE	RATIONALE
Leadership: Knowledge	8	<div style="background-color: black; width: 100%; height: 100%; min-height: 200px;"></div>
Leadership: Accountability	7	<div style="background-color: black; width: 100%; height: 100%; min-height: 200px;"></div>

Diversity / Span	5	
Stakeholder Management	7	
Job Context and Environment	7	

Judgement and Independence	7	<div style="background-color: black; width: 100%; height: 100%; min-height: 150px;"></div>
TOTAL SCORE	41	BAND: SES Band 1

RECOMMENDED CLASSIFICATION

In forming a judgement about the recommended classification level for the position, information from all the sources accessed in the review was taken into account in determining its work value. An assessment of work value was made by considering the requirements of the role relative to the standards articulated in the APS-wide SES Work Level Standards.

Taken together, the data for the position support a recommended classification at the **SES Band 1 level.**

SUMMARY OF FINDINGS AND RECOMMENDATIONS


The review finds and recommends the following:

Recommendation 1: That the proposed position be classified at the level of SES Band 1:

- National Manager, Building Code Compliance

The review is presented to FWBC for consideration.

ATTACHMENT A: DETAILS OF THOSE WHO PARTICIPATED IN THE REVIEW

Position	Interviewee	Analyst
National Manager Building Code Compliance	Mr Nigel Hadgkiss, Director	

ATTACHMENT B: CORPORATE DOCUMENTATION PROVIDED AS PART OF THE REVIEW

Position	Documentation
National Manager Building Code Compliance	Proposed Duty Statement Proposed organisation chart for the group Information provided by Mr Nigel Hadgkiss, Director on the proposed budget and staffing for the group

ATTACHMENT C: WORK LEVEL STANDARDS CRITERIA

The SES Work Level Standards describe five key criteria that define work value at the three classification levels. The criteria are:

Criterion	Definition
<ul style="list-style-type: none"> ▪ Leadership 	<ul style="list-style-type: none"> ▪ Measures two factors: the depth and scope of knowledge required and the effect of a role on agency outcomes. <ul style="list-style-type: none"> – <u>Knowledge</u> means knowledge essential to the role—both management and environmental knowledge or professional knowledge using specific professional qualifications or a combination thereof. – <u>Accountability</u> means the impact of the role on agency outcomes measured by making two judgements in tandem—<i>scale</i> and <i>nature of impact</i>. <i>Scale</i> measures the impact of the role—within or beyond an agency. <i>Nature of impact</i> defines the nature of the action taken by the role.
<ul style="list-style-type: none"> ▪ Diversity / Span 	<ul style="list-style-type: none"> ▪ Measures the resource management responsibilities of a role along two dimensions—the size of the management role as well as the diversity and complexity of those responsibilities.
<ul style="list-style-type: none"> ▪ Stakeholder Management 	<ul style="list-style-type: none"> ▪ Measures the nature of interaction and the degree of authority to enter into arrangements with critical stakeholders.
<ul style="list-style-type: none"> ▪ Job Context and Environment 	<ul style="list-style-type: none"> ▪ Measures the complexity and diversity of the operating environment.
<ul style="list-style-type: none"> ▪ Judgement and Independence 	<ul style="list-style-type: none"> ▪ Measures the degree of guidance provided by operating frameworks—policy, statutory, etc—and the scope for judgement and discretion to act, to approve or to make decisions.

SES CLASSIFICATION	SCORE
SES Band 1	34-44 points
SES Band 2	45-53 points
SES Band 3	54-60 points