

Employment Direction No. 11

## STATEMENTS OF DUTIES

Operative Date: 4 February 2013

### Directive

Pursuant to Section 17 of the *State Service Act 2000*, I hereby direct that the arrangements and requirements set out in this Employment Direction are to apply.



Issued by authority of the Minister administering the *State Service Act 2000*.

Date: 4-2-13

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## 1. Purpose

This Direction specifies minimum criteria relating to statements of duties. Criteria in respect of statements of duties were previously contained in Ministerial Direction No. 14 dated which was rescinded 4 February 2013.

## 2. Application

This Direction is to apply to all State Service Agencies and officers and employees within those Agencies.

## 3. Definitions

'**The Act**' means the *State Service Act 2000*.

'**The Minister**' means the Minister administering the Act.

'**Employee**' means a permanent or fixed-term employee appointed under Section 37 of the Act.

'**Officer**' means a person appointed as a holder of a prescribed office, senior executive or equivalent specialist in accordance with Section 31 of the Act.

'**Head of Agency**' is the person holding that office for the purposes of the Act in accordance with Section 30 of the Act.

'**The Employer**' is the Minister administering the *State Service Act 2000* in accordance with Section 14 of the Act.

'**Employment Direction**' means an Employment Direction relating to the administration of the State Service and employment matters as issued by the Employer in accordance with Section 17 of the Act.

'**Head of the State Service**' means the person appointed by the Premier to perform the functions and powers of the Employer, other than the power to issue Employment Directions, in accordance with Section 20 of the Act.

## 4. Legislation/Award Basis and Related Documents

*State Service Act 2000*, Part 4 (sections 14, 15, 16) and sections 17, 20, 30, 31 and 37.

## 5. Date of Operation

This Direction will take effect from the date the issue and will remain in force until varied or revoked.

## 6. Direction

### Statement of Duties

6.1 A statement of duties must include:

- the duties that are to be performed;
- the criteria for selection of a person to perform those duties;
- the level of responsibility associated with those duties; and
- any essential requirements for the performance of those duties consistent with Employment Direction No. 1 – Employment in the State Service.

Additionally, statements of duties should include:

- position title, the relevant division and/or branch and/or section, and the location;
- award and classification level, and any registered industrial agreement applicable to the position;
- employment status, i.e. permanent or fixed-term, part-time or full time;
- the number of ordinary hours to be worked each week;
- to whom the position reports;
- an indication of the direction and supervision to which the position will be subject; and
- requirements and expectations in respect of the State Service Principles, the State Service Code of Conduct, workplace diversity policies, and occupational health and safety legislation and policies.

6.2 Before appointing a person, or promoting an employee, the Head of Agency must ensure that the relevant statement of duties is current, and that the selection criteria accurately reflect the work value of the position and the requirements necessary for efficient performance of the duties.

6.3 There should be consistency between statements of duties and information provided in positions advertised in the *Gazette* or other sources. In this context, Agencies are reminded of the requirements of Employment Direction No. 1 – Employment in the State Service.

## 7. Reporting and Monitoring

Not applicable.

## 8. Review

This Direction will be reviewed by 4 February 2014.