



## AFP National Guideline on AFP role classification principles

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### 1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on disclosure of information](#).

#### Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

## 2. Acronyms

<b>AFP</b>	Australian Federal Police
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## 3. Definitions

**Advancement arrangements** - means a guideline outlining the overarching policy principles and supporting administrative procedures required for the application and operation of a broadband structure as described in the [AFP Collective Agreement 2007-2011](#).

**Approved classification** - means a:

- classification under an Award, Australian Workplace Agreement or the Collective Agreement
- classification included in column 2 of Schedule 1
- training classification in column 2 of Schedule 2.

**Assignment of duties** - means a determination in writing in accordance with s. 40H of the [Australian Federal Police Act 1979](#), specifying the duties of an AFP employee and the place or places at which the duties are to be performed.

**Broadband** - means a combination of two or more classification levels into a single, broader designation.

**Classification** - means the relative AFP band level outcome for each role or role family in the AFP.

**Classification structure** - means the AFP Classification Structure comprising 9 levels as described in the AFP Collective Agreement 2007-2001 Attachment A.

**Collective Agreement** - means the [AFP Collective Agreement 2007-2011](#).

**Employee** - means a person engaged under s. 24 of the [Australian Federal Police Act 1979](#) (Cth).

**Work value** - means the level of knowledge, skills and responsibility required for a role.

**Work level standards** - means what is expected of employees in terms of their behavioural expectations and management and leadership at each band level. The work level standards set the standards that all employees need to comply with in achieving their objectives, managing themselves and managing and leading other people.

## 4. Authority to create guideline

This guideline was issued by the Manager People Strategies using power under s. 37(1) of the

[Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

## 5. Introduction

The purpose of this guideline is to establish the principles underpinning the classification structure and the method for approval of and variation to roles within the classification structure.

## 6. Classification of duties

The classification determined by the Commissioner will be based on the general duties of the role (other than duties temporarily assigned to the employee).

The Commissioner determines through an assignment of duties the role and relevant classification to assign to an AFP employee.

If a training classification is allocated to a role, the role will include a requirement to undergo training.

If the role involves work value applying to more than one classification, the Commissioner may allocate a Broadband to the role or functional area.

Salaries are aligned with the work value of the role.

## 7. Classifying senior executives

Under s. 25 of the [Australian Federal Police Act 1979](#) the Commissioner may, by writing, declare an AFP employee to be a senior executive AFP employee.

## 8. Work level standards

Work level standards for a classification level will reflect the work value requirements for a classification, not those of an employee assigned to a role.

## 9. Varying an approved classification

An approved classification may be varied where the work value of the duties change at the request of the business area. These changes may be related to the following, which is not an exhaustive list:

- nature or type of work performed
- level of responsibility
- impact of position on the work area
- reporting relationships
- scope of duties
- complexity of work
- creativity/innovation
- supervision received

- supervision exercised
- knowledge and skills required to perform the duties.

A change in one or more of the above does not automatically equate to an increase or decrease in overall classification of a role. Classification decisions are based on a combination of all factors of the role and the requirements of the business area.

Reclassification to a higher level requires significant increases in work value and must constitute the major and substantial part of the job.

Classification decisions are not based on an employee's job performance or on a comparison to the work that other employees perform.

## 10. Work value

Increases in work volume/load do not form a basis of a case for reclassification. An increase in the volume of work is appropriately addressed through measures including, but not limited to:

- rearranging work or work practices
- working additional hours
- providing additional resources for the particular task.

Decisions regarding the variation of an approved classification will be made by the National Manager Human Resources or Manager People Strategies following a review by Capability and Performance, People Strategies and consultation with the business area.

## 11. Assignment of duties

Nothing in this guideline prevents the Commissioner from assigning an AFP employee to a different role.

## 12. Assignment of duties outside an advancement arrangement

If an employee applies for, and is assigned to a role outside their advancement arrangements (specified in the Collective Agreement Attachment B), progression within the classification level will occur in accordance with the provisions of clause 13 of the Collective Agreement.

If the member seeks assignment to a role within the advancement arrangements, the re-entry classification and pay point is determined by:

- the number of years experience in the role included in the advancement arrangements
- an assessment of transferable knowledge and skills gained in the role which fell outside the advancement arrangements.

When managing assignment to a role within the relevant advancement arrangements, an assessment of specific technical skill requirements and the ability of the member meeting those specific requirements, will be undertaken. Formal training and prerequisite requirements will be identified during this assessment.

Once the employee is reassigned to a role within their advancement arrangements, the relevant advancement arrangements consistent with the guideline will apply.

## 13. Movement from a training classification

If an AFP employee who is engaged at a training classification specified in Schedule 2 satisfactorily completes each training requirement for the training classification, the Commissioner may assign the employee to a role and classification specified in column 2 of Schedule 1.

## 14. Further advice

Any queries relevant to the content of this National Guideline should be referred to the Coordinator Capability and Performance, People Strategies.

## 15. References

- [\*Australian Federal Police Act 1979\*](#)
- [AFP Collective Agreement 2007-2001](#)
- [AFP Practical Guide on policing advancement arrangements](#)
- [AFP Practical Guide on protective service officer advancement arrangements](#)
- [AFP Practical Guide on Forensic and Data Centres scientific officer advancement arrangements](#)
- [AFP Practical Guide on legal officer advancement arrangements](#)
- [AFP Practical Guide for police technical team advancement arrangements](#)
- [AFP Practical Guide on intelligence analyst advancement arrangements](#)

## 16. Attachments

- [Schedule 1 – Approved classifications \(DOC, 129Kb\)](#)
- [Schedule 2 – Training classifications \(DOC, 60Kb\)](#)