



**Victorian  
Public Sector  
Commission**



**VICTORIA**  
State  
Government

# **Public entity executive classification framework**

Tools and materials related to executive classification.

# Contents

<b>Public entity executive classification framework</b>	1
<b>Appendix 1 – Work value scoring tool</b>	3
<b>Appendix 2 – Work value stream descriptors by band</b>	4
<b>Appendix 3 – Classification process workflow</b>	5
Stage 1: gather corporate documents	5
Stage 2: conduct interview	5
Stage 3: score the position	5
Stage 4: produce findings report	6
Stage 5: implementation decision	6
<b>Appendix 4 – Concept of possible assessment outcomes</b>	7



# Appendix 1 – Work value scoring tool

These materials support the process to define the work value of a public entity executive position and assign it to one of the three executive bands.

[Appendix 1 - Work value scoring tool](#)



# Appendix 2 – Work value stream descriptors by band

The complete public entity executive work level stream descriptors by band.

[Appendix 2 - Work value stream descriptors by band](#)



# Appendix 3 – Classification process workflow

Stages of the public entity executive classification process.

## Stage 1: gather corporate documents

Understand the position's roles within the organisation.

For example:

- annual report
- committee memberships
- position description
- strategic plan.

## Stage 2: conduct interview

Validate information from stage 1 and probe as required:

- incumbent
- previous position holder
- validation interview with supervisor as necessary.

## Stage 3: score the position

- assess the 8 competency and accountability criteria using the scoring template.
- validate against applicable work streams.
- make a classification recommendation of where the position sits in the 3-band

Public Entity Senior Executive Service (PESES) structure.

## **Stage 4: produce findings report**

- moderation of all assessment outcomes to produce a high-level overview and make recommendations.
- produce a findings report for the entity head.

## **Stage 5: implementation decision**

### **Alignment of outcomes**

Entity head:

- decides how and when to align outcomes.
- consider next steps including time of any classification amendments and potential impact on remuneration and executive structure.



# Appendix 4 – Concept of possible assessment outcomes

An example of what work value assessment outcomes could look like for entities of different sizes.

[Appendix 4 - Concept of possible assessment outcomes](#)

