RANK 2 GRADE GUIDE

The Local Government Rank to Grade Guide has been developed by the NSW Veterans Employment Program and the Office of Local Government to help veterans in their civilian job search.

Local councils in NSW employ approximately 45,000 full-time employees across a wide range of roles. Local Government NSW's Capability Framework sets out the essential knowledge, skills and abilities needed to work effectively in local government.

The guide outlines the requirements of council roles and how veterans' military experience can fulfil these needs at all employment levels.

VETERANS

Local government opportunities are often advertised on council websites, local newspapers, or on job search engines like www.seek.com.au and www.lgassist.com.au.

Use this guide to compare your skills and experience with a job's criteria.

EMPLOYERS

Use this guide as a tool to gain insight to the Australian Defence Force rank structure and skills.

AUSTRALIAN DEFENCE FORCE

ARMY	GENERAL	LIEUTENANT GENERAL	MAJOR GENERAL	BRIGADIER	COLONEL	LIEUTENANT COLONEL	MAJOR
NAVY	ADMIRAL	VICE ADMIRAL	REAR ADMIRAL	COMMODORE	CAPTAIN	COMMANDER	LIEUTENANT COMMANDER
AIR FORCE	AIR CHIEF MARSHAL	AIR MARSHAL	AIR VICE-MARSHAL	AIR COMMODORE	GROUP CAPTAIN	WING COMMANDER	SQUADRON LEADER

GENERAL EXPERIENCE

(Levels: General – Group Captain)	(Lieutenant Colonel / Commander / Wing Commander – Major / Lieutenant Commander / Squadron Leader)
Principal responsibility for converting government policy into strategic and adequately resourced military campaigns. Management of high-level strategic relationships and influencing policy and decision-making at the whole-of-government level. Principal responsibility for strategic workforce decision-making for the entire ADF. Command up to 5000 officers and soldiers. Senior leadership roles at headquarters (HQ) in areas like Personnel and Operations, and high-level operational advisory roles at HQ.	Advanced writing and liaison skills in a government setting, while applying comprehensive planning and problem solving skills. Responsible for personnel welfare, general morale, administration and equipment maintenance for up to 120 and 650 officers and soldiers respectively. Responsible for overall operational effectiveness of 400-600 staff in business units. Senior leadership roles at headquarters (HQ) in areas like Personnel and Operations, and high-level operational advisory roles at HQ.

NSW LOCAL GOVERNMENT

Local Gov't (State) Award 2017 Band/Level*	Contract*/Executive Band (Levels 1-4)		Executive Band (Level 1)	Professional/Specialist Band (Levels 3-4)
NSW LOCAL GOVERNMENT CAPABILITY FRAMEWORK LEVEL	Highly Advanced	Advanced		Adept
CORE CAPABILITIES	Workforce Leadership: Lead and manage change; inspire direction and purpose Resources: Finance; procurement and contracts Results: Deliver results Relationships: Communicate and engage; influence and negotiate Personal Attributes: Display resilience and adaptability; act with integrity; demonstrate accountability	Workforce Leadership: Manage and develop people Resources: Procurement and contracts Results: Deliver results Relationships: Community and customer focus; communicate and engage	Workforce Leadership: Manage and develop people Resources: Finance; plan and prioritise Results: Think and solve problems; create and innovate Relationships: Communicate and engage; work collaboratively Personal Attributes: Display resilience and adaptability; act with integrity; demonstrate accountability	Workforce Leadership: Manage and develop people; optimise workforce contribution Resources: Assets and tools; technology and information; finance Results: Think and solve problems; create and innovate Relationships: Communicate and engage
EXAMPLE ROLES	General Manager* (* - Contracted against Section 332 and Section 334 of the Local Government Act NSW 1993) Director (Corporate & Governance; Environment, Planning & Community; Works & Civil)		General Manager* Director (Corporate & Governance; Environment, Planning & Community; Works & Civil)	Manager (Environment, Development, Strategic Planning, Finance, Governance, Information Systems) Engineer (Water & Sewer, Assets, Civil) Health Surveyor Librarian Gallery Director

Please note that this is a guide only and the nature of roles in local government banding may vary.

AUSTRALIAN DEFENCE FORCE	ARMY	CAPTAIN	LIEUTENANT	WARRANT OFFICER CLASS 1	WARRANT OFFICER CLASS 2
	NAVY	LIEUTENANT	SUB LIEUTENANT	WARRANT OFFICER	CHIEF PETTY OFFICER
	AIR FORCE	FLIGHT LIEUTENANT	FLYING OFFICER	WARRANT OFFICER 1	FLIGHT SERGEANT
	GENERAL EXPERIENCE	Receive instructions from superiors, then plan priorities, co-ordinate resources and determine work responsibilities for up to 120 soldiers. Maintenance and security of equipment and stores that may exceed millions of dollars in value. Mentor, counsel and support the development and career progression of subordinates. Take responsibility for the actions and performance of their team; show initiative and self-reliance. Confident speaking and writing skills with a variety of senior and subordinate audiences.		Train, build morale and supervise up to 600 soldiers. These ranks mentor and develop subordinate staff, overseeing their administrative needs and provide counselling duties. As a member of a middle management team, these ranks receive instructions from superiors, then plan priorities, resources and subordinates' work responsibilities accordingly. Highly-independent, logical thinkers that enforce high standards of general conduct and achievement of work goals. Exceptional ability to communicate complex instructions with clarity and confidence, and to large audiences.	

NSW LOCAL GOVERNMENT	Local Gov't (State) Award 2017 Band/Level	Professional/Specialist Band (Levels 1-3)	
	NSW LOCAL GOVERNMENT CAPABILITY FRAMEWORK LEVEL	Adept	Advanced/Adept
	CORE CAPABILITIES	Workforce Leadership: Manage and develop people; optimise workforce contribution Resources: Assets and tools; technology and information; finance Results: Think and solve problems; create and innovate Relationships: Communicate and engage; work collaboratively Personal Attributes: Display resilience and adaptability; act with integrity; demonstrate accountability	Workforce Leadership: Manage and develop people Resources: Finance Results: Think and solve problems; create and innovate Relationships: Communicate and engage Personal Attributes: Display resilience and adaptability; act with integrity; demonstrate accountability
	EXAMPLE ROLES	Manager (Environment, Development, Strategic Planning, Information, Corporate Systems) Engineer (Bridge, Maintenance, Works Programme Water & Sewer, Assets, Civil) Health & Building Surveyor Librarian Property Coordinator	Community Services Co-ordinator Development Planner Environment Officer Finance Accountant Business Solutions Analyst

Please note that this is a guide only and the nature of roles in local government banding may vary.

AUSTRALIAN DEFENCE FORCE	ARMY	SERGEANT		CORPORAL	LANCE CORPORAL
	NAVY	PETTY OFFICE		LEADING SEAMAN	ABLE SEAMAN
	AIR FORCE	SERGEANT		CORPORAL	LEADING AIRCRAFTSMAN/ AIRCRAFTSWOMAN
	GENERAL EXPERIENCE	Train, lead and supervise up to 30 soldiers. These ranks mentor and develop subordinate staff, as well as overseeing their administrative needs. As a member of a junior management team, these ranks receive instructions from superiors, then plan priorities, resources and subordinates' work responsibilities accordingly. Breaking-down and communicating complex instructions clearly to subordinates		Train, lead and supervise a team of approximately 10 soldiers. Receive instructions from superiors, before planning priorities, resources and subordinates' work responsibilities to achieve work goals. Breaking-down and communicating complex instructions clearly to subordinates. Make quick and logical decisions, and be accountable for such actions.	

NSW LOCAL GOVERNMENT	Local Gov't (State) Award 2017 Band/Level*	Professional/Specialist Band (Levels 1-2)	Administrative/Technical/Trades Band (Levels 3)	Administrative/Technical/Trades Band (Levels 1-3)	Operational Band (Levels 3-4)
	NSW LOCAL GOVERNMENT CAPABILITY FRAMEWORK LEVEL	Adept		Adept/Intermediate	
	CORE CAPABILITIES	Workforce Leadership: Manage and develop people Resources: Assets and tools; technology and information; finance Results: Think and solve problems; create and innovate Relationships: Communicate and engage; work collaboratively Personal Attributes: Display resilience and adaptability; act with integrity; demonstrate accountability		Workforce Leadership: Manage and develop people Resources: Assets and tools; technology and information Results: Plan and prioritise; think and solve problems Relationships: Communicate and engage; work collaboratively Personal Attributes: Act with integrity; demonstrate accountability; manage self	
	EXAMPLE ROLES	• Engineer (Bridge, Maintenance, Works Programme Water & Sewer, Assets, Civil) • Health & Building Surveyor • Parks & Recreation Officer • Librarian • Gallery and cultural development officer • Property Co-ordinator • Community Services Co-ordinator • Development Planner • Environment Officer • Accountant • Tourist Information Officer • Business Solutions Analyst • HR, training & development officer • Injury Management officer • Enrolled nurse	• Professional/Executive Administration • Team Leader/Supervisor • Senior Administration Officer • Workshop Supervisor • Property Officer • Library Systems & Technology Officer • Trades (Mechanic, Plumber, Greenkeeper) • Water Operator in Charge • Accounts Payable Officer • Planning Support Officer • Revenue Officer • Procurement & Fleet Officer	• Professional/Executive Administration • Team Leader/Supervisor • Senior Administration Officer • Workshop Supervisor • Property Officer • Library systems & technology officer • Trades (Mechanic, Plumber, Greenkeeper) • Water Operator in Charge • Accounts Payable Officer • Planning Support Officer • Payroll • HR, Training & Development Officer	• Receptionist and Executive Assistant • Library Assistant • Customer Service • Childcare and Community Services Staff • Operational Roles (Rangers, Weed & Animal Control, Saleyards, Plant Operators, Drivers, Parks and Recreation, Beach, Surf & Baths, Caravan Parks, Administration, Rates & Stores, Cemeteries, Sanity & Garbage, Landfill) • Depot and Fleet Management

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AUSTRALIAN DEFENCE FORCE	ARMY	PRIVATE		
	NAVY	SEAMAN		
	AIR FORCE	AIRCRAFTSMAN/AIRCRAFTSWOMAN		
	GENERAL EXPERIENCE	• Communicating effectively and taking instruction. • Completing basic operational tasks in small teams. • Make quick and logical decisions, and be accountable for such actions.		
NSW LOCAL GOVERNMENT	Local Gov't (State) Award 2017 Band/Level*	Operational Band (Levels 1-3)		
	NSW LOCAL GOVERNMENT CAPABILITY FRAMEWORK LEVEL	Intermediate/Foundational		
	CORE CAPABILITIES	Relationships: Communicate and engage; work collaboratively Results: Plan and prioritise; deliver results Personal Attributes: Manage self; Demonstrate accountability		
	EXAMPLE ROLES	• Apprentices and Trainees • Receptionist and Executive Assistant • Library Assistant • Customer Service • Childcare and Community Services Staff • Operational Roles (Rangers, Weed & Animal Control, Saleyards, Plant Operators, Drivers, Parks and Recreation, Beach, Surf & Baths, Caravan Parks, Administration, Rates & Stores, Cemeteries, Sanity & Garbage, Landfill)		

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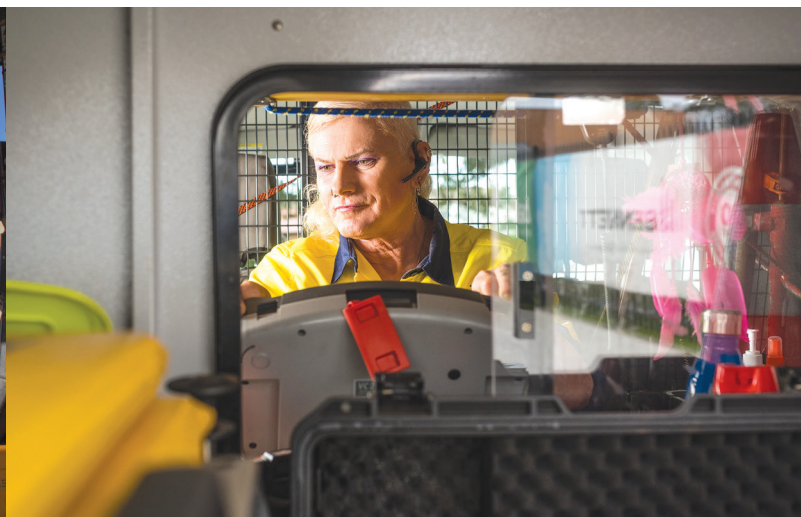
The NSW Office for Veterans Affairs runs the Veterans Employment Program (VEP). The State Government has set a target to employ 1000 veterans by 2023.

Our team is focused on strengthening partnerships, developing tools and resources, and finding more ways to connect and support veterans across the state.

For more information visit the VEP's website or contact the team.

The Office of Local Government (OLG) is responsible for local governments across NSW. OLG's organisational purpose is to 'Strengthen Local Government'.

OLG works collaboratively with the Local Government sector and is the key driver to the NSW Government on Local Government matters.

Any questions about the NSW Local Government Rank to Grade Guide can be directed to OLG's Council Engagement Managers.

VETERANS EMPLOYMENT PROGRAM

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OFFICE OF LOCAL GOVERNMENT

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Front: Sean, Stormwater Asset Validation Officer at Sutherland Shire Council. Former Lance Corporal, Australian Army; **Back page, clockwise from top left:** Tracy, Parks and Gardens Team Leader at Dungog Council. Former Private, Australian Army; Emily, Asset Investigator Water and Wastewater Operator at Ballina Shire Council. Former Corporal, Australian Army; Philip, Capital Works Section Manager at Port Stephens Council. Former Major, Australian Army; Perrin, Supervisor Plant and Pump Stations at Lithgow City Council. Former Corporal, Australian Army.

NSW GOVERNMENT