

Admin Matrix

Work Matrix Grade	General Description	Elements
1	Sufficient skills and knowledge to perform work assignments which have substantial routine elements.	<ul style="list-style-type: none"> Operate office equipment such as a photocopier or scanner. Responsible for own work under general supervision. Problems to be solved will be clearly identified and solutions will fall into established patterns and procedures. Problems outside the norm will be referred for guidance. Communicating with others includes cooperation with colleagues, the ability to request and provide information.
2	Skills and knowledge required to carry out general office work, involving varied routine and non-routine procedures.	<ul style="list-style-type: none"> Develops the experience to consider the most appropriate process or procedure to follow to take account of changing work circumstances. Responsible for own work under limited supervision. Applies interpretation and judgement to solve problems within established policies and procedures. The role has frequent interactions with others inside and outside the school. Active listening, patience, discretion and tact will be required and persuasion may be necessary from time to time. Difficult situations are generally referred up. Provides occasional mentoring or short-term supervision.
3	Specialised skills and in-depth knowledge of more complex methods and processes to provide multi-faceted or confidential services.	<ul style="list-style-type: none"> The role has substantial independence on a day-to-day basis and will use initiative to identify and resolve problems that may be complex or unusual. Receives or provides complex or sensitive information and may have to utilise a range of different approaches to ensure understanding. Persuasion, influencing and negotiation may be required to diffuse difficult situations. Mentors or train of colleagues or supervision of junior staff may be required.
4	Provides advanced specialised technical services which are complex in nature within their area of expertise.	<ul style="list-style-type: none"> Analyses a wide range of problems before selecting the most appropriate solution/s and have the freedom to resolve these within established policy frameworks. Supervises staff which may include contractors. Provides confidential executive secretarial services. Provides translation from one language to another. Communication skills are a critical element in determining success. Achieves outcomes through logical and reasoned arguments, negotiations or building on-going empathetic relationships.
The positions in the next three grades require specialist and/or broad knowledge of school and/or kura practices and settings.		
5	<p>Positions at this grade tend to fall into two categories:</p> <ol style="list-style-type: none"> Subject matter experts within a particular field. Operates independently and applies established principles in their area. These roles require either extensive practical experience or a tertiary level qualification plus experience. The first level of "management" where planning, controlling, implementing plans and/or projects are required. <ul style="list-style-type: none"> Staff supervision including the ability to develop, motivate and appraise performance is usually required. Clear accountability for results rest with these roles. In both categories influences medium-term decisions either through direct control or through expert advice. 	
6	<p>Positions at this grade manage functions within the school.</p> <ul style="list-style-type: none"> Responsible for short- and long-term planning and the resulting outcomes for their function as well as a contribution to wider results. Responsible for policy and business development for their function within the school's overall business plans and objectives. Strong collaboration with other areas is essential to align priorities and achieve successful results. 	
7	<p>Positions at this grade are senior management roles with multifunctional responsibilities.</p> <ul style="list-style-type: none"> Integrates several business functions and resolve internal conflicts. Assigns resources to optimise results rather than focusing on a single function and their outlook is typically on the medium- to long-term. 	