

DSS Skill Levels and Minimum Standards

Table 1: DSS Skill Levels and Minimum Standards

Levels of Responsibility	Responsibility and Skills				
	Level 1 Associate/Entry Level	Level 2 Practitioner	Level 3 Advanced Practitioner	Level 4 Expert	Level 5 Pre-eminent/Advisor
Qualifications	<ul style="list-style-type: none"> Vocational education and training sector accreditation (TAFE and registered private providers). 	<ul style="list-style-type: none"> Higher education sector accreditation at minimum advanced diploma level. 	<ul style="list-style-type: none"> A qualified practitioner with higher degree qualifications or relevant industry experience of more than 8 years. 	<ul style="list-style-type: none"> A qualified practitioner with specific qualifications or industry training (Bachelors or above) or relevant industry experience of more than 12 years. 	<ul style="list-style-type: none"> A Pre-eminent Advisor with specific qualifications (Masters or above) and be a recognised Fellow of a relevant peak body (or equivalent).
Autonomy	<ul style="list-style-type: none"> Works under general direction. Uses discretion in identifying and responding to routine issues and assignments. Usually receives specific instructions and has work reviewed at frequent milestones. Determines when issues should be escalated to a higher level. 	<ul style="list-style-type: none"> Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes. 	<ul style="list-style-type: none"> Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities. 	<ul style="list-style-type: none"> Has defined authority and accountability for actions and decisions within a significant broad area of work, including project management, engineering, commercial, logistics and governance and management. Establishes organisational objectives and assigns levels of responsibility. 	<ul style="list-style-type: none"> At the highest organisational level, has authority over all aspects of a significant broad area of work, including policy formation and application. Is fully accountable for actions taken and decisions made, both by self and others to whom responsibilities have been assigned.
Influence	<ul style="list-style-type: none"> Interacts with and influences colleagues. Has working level contact with customers, suppliers, and partners. 	<ul style="list-style-type: none"> Influences customers, suppliers and partners at account level. May have some responsibility for the work of others and for the allocation 	<ul style="list-style-type: none"> Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. 	<ul style="list-style-type: none"> Influences policy and strategy formation. Initiates influential relationships with internal and external customers, suppliers, and partners at 	<ul style="list-style-type: none"> Inspires the organisation, and influences developments within the industry at the highest levels.

Responsibility and Skills					
Levels of Responsibility	Level 1 Associate/Entry Level	Level 2 Practitioner	Level 3 Advanced Practitioner	Level 4 Expert	Level 5 Pre-eminent/Advisor
		<p>of resources.</p> <ul style="list-style-type: none"> • Participates in external activities related to own specialism. • Makes decisions which influence the success of projects and team objectives. 	<ul style="list-style-type: none"> • Has significant influence over the allocation and management of resources appropriate to given assignments. • Builds appropriate and effective business relationships. • Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. 	<p>senior management level, including industry leaders.</p> <ul style="list-style-type: none"> • Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance. 	<ul style="list-style-type: none"> • Advances the knowledge and/or exploitation of technology within one or more organisations. • Is considered a national or international expert in their field of specialisation. • Develops long-term strategic relationships with customers, partners, industry leaders and government. • Makes decisions critical to organisational success.

Responsibility and Skills					
Levels of Responsibility	Level 1 Associate/Entry Level	Level 2 Practitioner	Level 3 Advanced Practitioner	Level 4 Expert	Level 5 Pre-eminent/Advisor
Complexity	<ul style="list-style-type: none"> Performs a range of routine work in a variety of environments. Applies methodical approach to issue definition and resolution. 	<ul style="list-style-type: none"> Work includes a broad range of complex technical or professional work, in a variety of contexts. Investigates, defines, and resolves complex issues. 	<ul style="list-style-type: none"> Performs an extensive range and variety of complex technical or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements. 	<ul style="list-style-type: none"> Has a broad business understanding and deep understanding of own specialism(s). Performs highly complex work covering technical, financial, and quality aspects. Contributes to the implementation of policy and strategy. Creatively applies a wide range of technical and/or management principles. 	<ul style="list-style-type: none"> Leads on the formulation and implementation of strategy. Applies the highest level of leadership skills. Has a deep understanding of the industry and the implications of emerging technologies for the wider business environment.
Business Skills	<ul style="list-style-type: none"> Demonstrates an analytical and systematic approach to issue resolution. Takes the initiative in identifying and negotiating appropriate personal development opportunities. Demonstrates effective communication skills. Contributes fully to the work of teams. Plans, schedules, and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and 	<ul style="list-style-type: none"> Selects appropriately from applicable standards, methods, tools, and applications. Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules, and monitors work to meet time and quality targets. Rapidly absorbs new 	<ul style="list-style-type: none"> Advises on the available standards, methods, tools, and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes, and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. 	<ul style="list-style-type: none"> Absorbs complex information and communicates effectively at all levels to both technical and non-technical audiences. Manages and mitigates risk. Understands the implications of new technologies. Demonstrates clear leadership. Understands and communicates industry developments, and the role and impact of technology in the employing organisation. Promotes compliance with relevant legislation. 	<ul style="list-style-type: none"> Has a full range of strategic management and leadership skills. Understands, explains, and presents complex ideas to audiences at all levels in a persuasive and convincing manner. Has broad and deep business knowledge, including the activities and practices of other organisations. Communicates the potential impact of emerging practices and technologies on organisations and

Responsibility and Skills					
Levels of Responsibility	Level 1 Associate/Entry Level	Level 2 Practitioner	Level 3 Advanced Practitioner	Level 4 Expert	Level 5 Pre-eminent/Advisor
	<p>procedures.</p> <ul style="list-style-type: none"> Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client. 	<p>information and applies it effectively.</p> <ul style="list-style-type: none"> Maintains an awareness of developing technologies and their application and takes some responsibility for driving own development. 	<ul style="list-style-type: none"> Takes all requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity, innovation, and ethical thinking in applying solutions for the benefit of the customer/stakeholder. 	<ul style="list-style-type: none"> Takes the initiative to keep both own and colleagues' skills up to date. 	<p>individuals and assesses the risks of using or not using such practices and technologies.</p> <ul style="list-style-type: none"> Assesses the impact of legislation, and actively promotes compliance. Ensures that the organisation develops and mobilises the full range of required digital skills and capabilities.