

Reviewing executive level roles

Reviewing a role's classification should involve careful consideration to ensure the responsibilities, requirements and remuneration are accurately aligned. Regularly reviewing and updating role classifications ensures your entity remains competitive, retains top talent, and maintains an accurate reflection of job roles within the changing public sector landscape.

Factor	Description
Internal – role specific	
Functions and activities JEMS factor - EXPERTISE	Review functions and activities of the role. Sometimes functions and activities can be absorbed by another role and the current classification remains unchanged.
Skill requirements JEMS factor - EXPERTISE	Assess whether the skills, qualifications, and competencies needed for the role have changed since its initial classification. If the role now requires a higher level of expertise, education, or experience, the classification might need adjustment.
Role responsibilities and duties JEMS factor - ACCOUNTABILITY	Evaluate whether the current classification accurately reflects the scope and complexity of the role's responsibilities and duties. If the role has evolved or regressed, a review may be necessary.
Job complexity, workload, and autonomy JEMS factor - JUDGEMENT	Consider the complexity of the tasks, the level of decision making authority, and the overall workload of the role. Roles with greater complexity and independence might warrant a higher classification.
Impact and decision making authority JEMS factor - JUDGEMENT	Analyse the level of impact the role has on the organisation and its decision-making processes. If these factors have increased significantly, a reclassification might be appropriate.
Reporting structure JEMS factor - JUDGEMENT	Consider the role within your organisational hierarchy. If the role's reporting relationships have changed, such as departmental restructuring, it could impact its classification and level within the organisation.

Factor	External – non role specific
	Description
Market research and benchmarking	Conduct market research to compare the role with similar roles in other government entities, as well as in the private sector. Benchmarking against market standards can provide insights into whether the current classification is competitive.
Market competition for talent	Assess the level of competition for talent in the market. If similar roles in the private sector offer higher classifications, it could impact your ability to attract skilled candidates.
Machinery of government changes and market trends	Consider any changes that could impact the role's classification. New technologies, market shifts, and industry trends might necessitate a re-evaluation. Government roles often need to adapt to technological advancements and shifting priorities.
Retention and talent management	Review how role classifications impact talent retention. If employees are leaving due to classification-related issues, it could signal a need for review.
Career progression and development	Evaluate whether the current classification allows for career progression and development within the organisation. If the role lacks opportunities for advancement, it might need to be reclassified to attract and retain top talent.
Budget and resource allocation	Consider the financial implications of any reclassification. Ensure that your entity can afford any adjustments in remuneration that may result from the review.
Strategic goals of the government	Align role classifications with the broader strategic goals of your entity. Ensure that roles are appropriately classified to support the entities objectives.