

MOHRI Corporate Services Codes

Applies from March Qtr 2013 data collection onwards

Refer to the [MOHRI Workforce Definitions document](#) for more information on Corporate Services coding.

Function	MOHRI Code	Sub-function	Sub-function included roles
AUDIT SERVICES	A01	Audit Services	Internal audit External audit and liaison with QAO
	A02	Function Management	Management of audit functions
ACCOUNTING AND FINANCE	B01	Accounts Payable and Receivable	Accounts payable Corporate purchasing card Petty cash Accounts receivable Collection of revenue Debt management Daily cash forecasting Taxation
	B02	Asset Accounting	Asset register management Asset valuations Stocktakes
	B03	Statutory Reporting and General Ledger	Maintenance Processing Accounts reconciliation Financial accounting General purpose financial statements Financial reporting TRIDATA actuals
	B04	Policy, Procedures and Assurance	Policy Financial Procedures Delegations Financial management training
	B05	Management Accounting	Budget management Cash management Internal budget processes Management reporting TRIDATA budget maintenance Trend analysis and forecasting Financial costing and analysis
	B06	Function Management	Management of finance functions
COMMUNICATION, MEDIA AND MARKETING	C01	Media management	Media liaison and response Media advice and issues management Media monitoring Media training and preparation Media releases, statements and speeches (media specific) Proactive media
	C02	Online communication	Web strategy Website design Website editing Content development and management Coordination of web platforms (internet, intranet, etc)
	C03	Digital communication	Social media Digital design Production and broadcast Mobile technology
	C04	Graphic Design	Graphic design Photography Print and production Print management
	C05	Event Management	Planning, coordination and delivery of events Planning, coordination and delivery of sponsorship
	C06	Marketing and communication	Market research and analytics Advertising Campaign development Community and stakeholder engagement Internal communication External communication planning and strategy Content (publication) development, review and management Crisis communication
	C07	Communication governance and policy	Corporate communication and planning Communication planning and strategy Communication policy development Governance and standards Sponsorship and partnership management Evaluation Communication audits
	C08	Function Management	Management of communication, media and marketing functions



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GOVERNANCE AND STRATEGY	D01	Organisational Performance Management	Corporate governance Risk management Organisational planning framework (strategic, operational/business planning) Annual report coordination Whole of government reporting Service Delivery Statements coordination Organisational performance measures and analysis Business continuity Business improvement Evaluation frameworks
	D02	Function Management	Management of governance and strategy functions
HUMAN RESOURCES	E01	Workforce Strategy and Planning	Workforce planning Workforce policy and strategy Establishment management Workforce and organisational design Workplace change management, culture and values Attraction and recruitment planning Job evaluation Workforce governance
	E02	Workforce Capability	Performance planning and development Executive development Graduate and specialised schemes Training and induction Succession planning
	E03	Employee Relations	Reward and recognition Retention Individual performance management Employee complaints management Management of disciplinary action Remuneration
	E04	Industrial Relations	Award and enterprise agreement development, negotiation and implementation Interpretation, advice and advocacy
	E05	Ethics and Integrity	Advice and consultancy Investigations Misconduct management Liaison with statutory bodies (CMC)
	E06	Workplace Health and Safety	Workplace environment advice and consultancy Health and wellbeing promotion and support Risk and hazard management Incident response Claims management Rehabilitation case management
	E07	Recruitment and Applications Processing	Advertising Recruitment administration and processing Application processing and management
	E08	Payroll	Employee and payroll information Leave and attendance processing Payment of personnel Separations
	E09	Workforce Reporting and Information	HR data analysis and information HR Reporting
	E10	Function Management	Management of human resources functions

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INFORMATION MANAGEMENT	F01	Mail Services	Physical mail receipting, sorting and processing Electronic mail receipting, sorting, processing and delivery Physical mail delivery and collection Physical mail dispatch
	F02	Forms development	Design and layout of forms
	F03	Documents and Records Management	Record keeping Archiving Storage and disposal Policy and planning Advice and support Quality and compliance Management of DRM contractual arrangements Systems administration Training and development Business improvement/process integration
	F04	Information management	Information management Library Statistical analysis Spatial information management
	F05	Information release	Right to Information Privacy administration Administrative release Data set management and release Training and advice
	F06	Function Management	Management of information management functions
INFORMATION AND COMMUNICATIONS TECHNOLOGY	G01	Strategy, Governance and Planning	Strategy and planning Partnership management Enterprise architecture policy, standards and analysis Service innovation Performance measures and management SLA and OLA Management Risk and issues management Benefits management Investment assurance
	G02	Customer and Service Supply Management	Client relationship management Service assurance, design and establishment
	G03	ICT Asset Management	Consumable, inventory and licensing management Asset disposal
	G04	Solution Design Management	Requirements and proposal management Solution design, integration, support and assurance Solution retirement Solution training
	G05	Transition Management	Configuration management Change and release management Application development Data migration Technology establishment
	G06	Operational Management	Access management Incident and problem management Security management Service continuity Application and technology maintenance 2nd Level technology, application and data support
	G07	Program & Project Delivery	Initiative management Risk and impact management User training and OCM
	G08	Function Management	Management of ICT functions
LEGAL SERVICES	H01	Legal Professionals	Legal advice provided by a lawyer Drafting and negotiating by a lawyer Representation in courts/tribunals as a lawyer Managing/conducting civil litigation
	H02	Paralegals	Prosecution (non-qualified) Paralegal/Legal assistant Legal research, briefing, support to counsel
	H03	Function Management	Management of legal functions

Function	MOHRI Code	Sub-function	Sub-function included roles
MINISTERIAL AND EXECUTIVE SERVICES	J01	Ministerial and Executive Services	Coordination for Cabinet, Parliament and Legislation Coordination and preparation for Community Cabinet Cabinet/Ministerial liaison and support Ministerial and executive correspondence management Cabinet and executive government briefings and estimates coordination Departmental representation across government
	J02	Function Management	Management of ministerial and executive services functions
PROCUREMENT	K01	Procurement policy, planning and performance	Corporate procurement planning Policy and procedures development Performance standards and monitoring Performance reporting
	K02	Systems and analysis	Pricing and cost Forecasting Procurement profiling Systems management
	K03	Procurement capability	Procurement training and development
	K04	Sourcing and tendering	Market analysis Category management Supply strategy and development (incl. negotiating) Tendering and contract formation (incl. requirements development & specification writing) Market engagement
	K05	Contract management	Vendor management (including supplier relationship management) Contract administration and performance
	K06	Purchasing and processing	Routine purchasing Processing
	K07	Distribution	Logistics Inventory management Warehouse management
	K08	Function Management	Management of procurement function
PROPERTY AND FACILITIES	L01	Asset Policy and Planning	Asset policy Asset strategic and operational planning Asset information management and systems (including asset registers)
	L02	Building and Delivery (Capital Works)	Design standards Design and construction Handover and commissioning Delivery management (program development and management) Reporting
	L03	Management-in-Use and Operations	Maintenance management Emergency management Building operations (cleaning, security, repairs, grounds, plant and equipment management) Environmental management (asbestos/vegetation/noise/dust/species) Utilities (waste/water/energy) Contract management
	L04	Corporate Real Estate/Property Services	Accommodation (office, residential, operational) Property acquisition/disposal Property leasing (revenue and expenditure) and licensing Tenure management Tenancy management Native title and heritage management Land management
	L05	Fleet	Fleet policy and planning Fleet acquisition/disposal Management-in-use and maintenance of fleet Fleet support services Other transport services
	L06	Function Management	Management of property and facilities functions
WHOLE OF CORPORATE SERVICES FUNCTION MANAGEMENT	M01	Function Management	Management of corporate services function for the organisation
NON-CORPORATE SERVICES	Z01	Non-Corporate Services	all roles not identified as corporate services