

Example

When position matching it is important to identify the most appropriate career level for your contractor. Matching variables such as competencies/skills, scope of role and responsibility to the career level matrix descriptors on the following page will help to determine the correct/relevant career level.

How to match your contractor to the matrix

1. Select the relevant Job Family for your contractor
2. Select the relevant Sub-Job Family for your contractor
3. Select the relevant Career Level for your contractor (refer to the definitions provided on the Career Level Matrix on the following page).
4. The above three steps will enable you to establish a 3 digit code, this is the code you will use for finding relevant remuneration information in the survey and for entering data.

Please note: The matrix allows you to match your contractors based on 'career level' and 'sub-job family' not on position title, this allows for increased matching within job families. Use the titles within the matrix as a guide only; including boxes that don't have titles, these are also available to match to.

Step One: Select Job Family Code i.e. 5

5. Administration		
Career Level	Administration	Personal Assistant
	Code 1	
1	Administration Officer Entry Level	Personal Assistant
2	Administration Officer	Personal Assistant
3	Senior Administration Officer Office Manager	
4	Administration Manager	Personal Assistant to CEO
5		
6		
7		

Step Two: Select Sub-Job Family Code i.e. 1

Step Three: Select Career Level Code i.e. 2

= Your Code to use to match your contractor to the survey i.e. 512

Career Matrix

Level	Descriptor	Leadership/Sphere of Influence	Technical Skills	Conceptual Thinking	Scope/Timeframe
7	Executive Manager (Third Level Manager)	Determines the strategic direction of the company.	Individuals may possess superior technical skills (within a professional discipline), however the focus of the role is not dependent upon technical skill alone.	Visionary	3 years plus timeframe.
6	Senior Manager (Second Level Manager)	High level influencer, providing business/technical leadership and strategic advice, aligning business unit plans and activities with broader company plans.	Synthesising and integrating technical or business knowledge across disciplines. Able to critically review business plans, technical solutions, maybe recognised industry leader in a technical area.	Change agent, innovative thought leadership contributing significantly to the advancement of long-term strategic direction.	Key strategist for LOB. 1-3 years timeframe.
5	Expert or First Level Manager	Providing function direction and achieving results through others, influencing key business unit decisions; Or Leading an organisational unit/department/project.	Recognised subject matter expert/technical authority. May be used as a national resource or consultant widely throughout the organisation.	Identifying and steering opportunities for business improvement.	Accountability for major projects impacting LOB, and/or advising leaders on key business initiatives up to 1 year.
4	Specialist	Providing technical leadership, mentoring and supervising others.	In-depth specialised knowledge of concepts, processes, and activities.	Advanced analytical interpretation and problem-solving.	Coordinating/developing an array of smaller projects as part of a larger business plan or working on one plan in a specialist capacity monthly to six monthly.
3	Experienced/Proficient (Full Career Level)	Minimal supervision, working independently. May provide work direction and delegate tasks.	Demonstrating a thorough understanding of knowledge, concepts, processes and activities.	Applying in-depth professional knowledge and understanding to technical or business problem solving.	Small projects, short-term, weekly to quarterly timeframes. Ongoing regular tasks being performed on a weekly/monthly basis.
2	Transition/Intermediate	Able to work for extended periods under general supervision.	Applying theoretical and practical knowledge to commonly encountered business/technical problems. Learning and development continues.	Applying generally accepted concepts, principals and standards in well-defined areas.	Ongoing regular tasks being performed on a daily/weekly/monthly basis.
1	Entry/Basic Level	Under close/general supervision, limited influence. Monitored task by task.	Intensive acquisition of technical and business knowledge and skills. Application/understanding of practical working knowledge or theoretical concepts.	Solving routine problems within clearly defined situations/parameters.	Task or routine day-to-day activities.

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1. Information Technology

	Technical Writing	Applications Development	Database	e-Business/ Web	Security	Infrastructure	IT Support	Business Analysis	Project Support	Computer Operations	
Career Level	0.	1.	2.	3.	4.	5.	6.	7.	8.	9.	
1.		Assistant Programmer					Helpdesk Operator			Computer Operator	
2.		Programmer			Security Administrator		Senior Helpdesk	Associate Business Analyst		Senior Computer Operator	
3.	Technical Writer	Analyst Programmer	Database Administrator	e-Business Programmer	IT Security Consultant	LAN/WAN Engineer	LAN Support	Associate Consultant	Business Analyst	Project Office Administrator	Operations Support Analyst
		Test Analyst						Consultant			Senior Operations Support Analyst
4.	Senior Technical Writer	Senior Analyst Programmer	Senior Database Administrator	e-Business Architect	Senior IT Security Consultant	Senior LAN/WAN Engineer	Senior LAN Support	Senior Business Analyst	Project Office Co-ordinator	Shift Manager	
5.		Senior Test Analyst	Data Warehouse Consultant					Senior Consultant			
		Project Leader	Database Manager		IT Security Manager	LAN/WAN Engineering Manager	IT Support Manager	Manager - Business Analysis	Project Office Manager	Computer Operations Manager	
		Architect				Senior IT Architect/ System Design		Principal Consultant			
6.		Project Manager		e-Business Project Manager							
7.		Program Manager									

2. Finance & Legal

	Financial & Management Accounting	Tax/Compliance	Audit	Payroll	Accounts Payable/Receivable	Legal
Career Level	1.	2.	3.	4.	5.	6.
1.						
2.	Assistant Accountant		Assistant Auditor	Payroll Manager	Accounts Officer	Legal Secretary
3.	Financial/Management Accountant	Tax Accountant	Internal Auditor	Senior Payroll Officer Payroll Team Leader	Senior Accounts Officer Accounts Team Leader	Solicitor
4.	Senior Financial/Management Accountant	Senior Tax Accountant	Senior Internal Auditor			Senior Solicitor
5.	Chief Accountant Financial Controller	Tax Manager	Internal Audit Manager			Legal Affairs Manager
6.						Company Secretary
7.	Chief Financial Officer (CFO)					Group Counsel

3. Human Resources

	Generalist	Recruitment	Remuneration & Benefits	Learning & Development	Employee/Industrial Relations	Occupational Health & Safety
Career Level	1.	2.	3.	4.	5.	6.
1.	Human Resources Administrator					
2.	Human Resources Officer	Recruitment Officer	Remuneration & Benefits Analyst	Training Officer	Employee/Industrial Relations Officer	Occupational Health & Safety Officer
3.	Human Resources Consultant	Recruitment Consultant	Remuneration & Benefits Consultant	Senior Training Officer	Employee/Industrial Relations Consultant	Senior Occupational Health & Safety Officer
4.	Senior Human Resources Officer	Senior Recruitment Consultant	Senior Remuneration & Benefits Consultant		Senior Employee/Industrial Relations Officer	
	Senior Human Resources Specialist					
5.	Human Resources Manager	Recruitment Manager	Remuneration & Benefits Manager	Learning & Development Manager	Employee/Industrial Relations Manager	Occupational Health & Safety Officer Manager
6.	General Manager - Human Resources					
7.	Human Resources Director					

4. Marketing

	Marketing Communications/Public Relations	Brand Marketing
Career Level	1.	2.
1.		
2.	Marketing Communications Officer	Assistant Brand Manager
		Marketing Assistant
3.	Marketing Communications Specialist	Brand Manager
4.		Senior Brand Manager
5.	Marketing Communications Manager	
6.		
7.	Marketing Director	

5. Administration

	Administration	Personal Assistant
Career Level	1.	2.
1.	Administration Officer - Entry Level	Receptionist/Telephonist
2.	Administration Officer	Personal Assistant
3.	Senior Administration Officer	Personal Assistant to Senior Executive
	Office Manager	
4.	Administration Manager	Personal Assistant to CEO
5.		
6.		
7.		