Sector Role Description Action Guide

Sector Role Description	Action Required
Role Title	Customise only if necessary for agency context
Cluster/Agency	Agency to complete
Division/Branch/Unit	Agency to complete
Location	Agency to complete
Classification/Grade/Band	Retain indicative classification and grade where applicable Replace with other grade if determined necessary as a result of re-evaluation Refer to Question 8, Sector Role Description FAQS for other classifications
Senior Executive Work Level Standards. Work Contribution Stream: www.psc.nsw.gov.au/wls	Retain where applicable
ANZSCO Code	Retain unchanged
Role Number	Agency to complete
Sector Role Description Library Code	*Coming soon*
PCAT Code	Retain where applicable
Date of Approval	Agency to complete
Agency Website	Agency to complete
Department/Agency overview	Agency to complete
Primary purpose of the role	Retain unchanged
NOTE:	**Where accountabilities, challenges and/or relationships are added**, seek the advice of a trained job evaluator to determine if job evaluation is required • Refer to Question 16, Sector Role Description FAQS
Key accountabilities	• Existing accountabilities to be retained unchanged • Agency may add accountabilities of similar scope and complexity, up to the recommended maximum of 8 accountabilities in total
Key challenges	• Existing challenges to be retained unchanged • Agency may add challenges similar in complexity and scope (e.g. internal to agency, whole of sector), and consistent with Primary Purpose, up to the recommended maximum of 3 challenges in total
Key relationships **Who** / **Why**	• Existing relationships to be retained unchanged • Agency may add to this section. The "who" and "why" should be similar in relationship level (e.g. Minister/Business Managers etc.) and purpose (e.g. networking, consultation, sharing information)
Role dimensions Decision making Reporting line Direct reports Budget/Expenditure	Agency to complete Re-evaluate if the role dimensions are considered to be inconsistent with the indicative grade
Essential requirements	Agency to complete if critical for appointment to the role
Capabilities for the role	• Retain existing capability levels • Modify Focus capabilities as required • Refer to Question 9, Sector Role Description FAQS • Add or subtract People Management Capabilities as required • Refer to Question 10, Sector Role Description FAQS

This Sector Role Description Action Guide should be used in conjunction with the:
Role Description Development Guideline
Capability Comparison Guide
Sector Role Description FAQS

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