

State Service Act 2000



Ministerial Direction No. 14

Title: Statements of Duties

Date of issue:
22 November 2004

Date of effect:
1 December 2004

Purpose

This Direction specifies minimum criteria relating to statements of duties. Criteria in respect of statements of duties were previously contained in Commissioner's Direction No. 1.5 dated 1 May 2001 (CD 1) which was rescinded 15 November 2004.

Legislative basis and related documents

Section 14 of the *State Service Act 2000*.

Application

This Direction applies to all State Service Agencies.

Directive

Pursuant to section 14(1) of the *State Service Act 2000*, I direct that the following administrative provisions shall have effect.

1 Statement of duties

- 1.1 A statement of duties must include the duties that are to be performed; the criteria for selection of a person to perform those duties; the level of responsibility associated with those duties; and any essential requirements for the performance of those duties consistent with Commissioner's Direction No. 1.7 of 15 November 2004.

Additionally, statements of duties should include:

- position title, the relevant division and/or branch and/or section, and the location;
- award and classification level, and any registered industrial agreement applicable to the position;
- employment status, i.e. permanent or fixed-term, part-time or full time;
- the number of ordinary hours to be worked each week;
- to whom the position reports;
- an indication of the direction and supervision to which the position will be subject;
- requirements and expectations in respect of the State Service Principles, the State Service Code of Conduct, workplace diversity policies, and occupational health and safety legislation and policies.

1.2 Before appointing a person, or promoting an employee, the Head of Agency must ensure that the relevant statement of duties is current, and that the selection criteria accurately reflect the work value of the position and the requirements necessary for efficient performance of the duties.

1.3 There should be consistency between statements of duties and information provided in positions advertised in the *Gazette* or other sources. In this context, Agencies are reminded of the requirements of Commissioner's Direction No. 1.4, 1.6 and 1.7 dated 15 November 2004.

This direction will come into effect on 1 December 2004.

Issued by authority of the Minister administering the *State Service Act 2000* pursuant to Section 14(1).

Date: 22 November 2004

Paul Lennon MHA
**Minister administering the
*State Service Act 2000***

