

Enlisted personnel:

- are required to possess a range of non-technical skills, and specialise in the establishment and maintenance of cultural behaviour, command and control
- understand and comply with orders, and act lawfully, ethically and morally
- Understand the value of a collaborative, supportive and inclusive team in the face of demanding and dangerous circumstances
- Provide selfless service and fulfil their obligations to the team; they place the interests of the team and the task above themselves
- Support their team mates, act respectfully, and interact with respect and empathy; support all members of the team to foster cohesion and build trust. They are positive and supportive regardless of the circumstances
- Apply their knowledge to achieve their task, responsibly prepare for tasks, and understand and comply with policies, directives, governance requirements and standard operating procedures
- Understand the management of risk and WHS, and their responsibilities to themselves and to the team
- Use their judgement to make appropriate decisions that accord with their commander's intent
- Learn and adapt, are open to new information and methods, and are a lifelong learners who seek opportunities to assimilate new skills

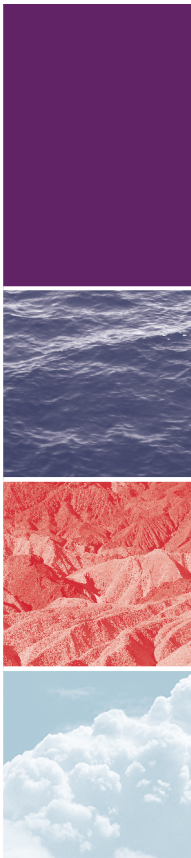
An Officer:

- ensures that the moral, intellectual and physical components required by their Service are developed and maintained
- fosters service values and notions of service, selflessness, and moral and ethical behaviour in the workforce
- is a manager, responsible for the health, welfare, morale and discipline of all assigned personnel
- is responsible for ensuring those under their command are trained and prepared for their specific role
- develops independent, creative thinkers and ensures initiative is routinely practiced
- builds a climate of mutual trust, collaboration and open communication within the team
- understands the nature and concepts of their duty and can conceptualise and integrate military capabilities
- plans, generates, organises, prepares, directs, coordinates and controls military forces in the conduct of tactical actions
- possesses a range of skills and competencies, and specialises in the establishment of cultural behaviour, leadership, management, and command and control



A Guide for Employers of Veterans

Navy, Army and Airforce



A Guide for Employers

This guide is to assist employers seeking to engage an ADF veteran.

As a starting point, employers should pre-suppose the following:

- The veteran is reasonably expected to possess the skills to the rank level specified
- Though highly competent, the veteran may not possess all the skills catalogued here, depending on the career path followed
- The veteran has concurrently mastered a range of additional military skills
- The veteran has also mastered a range of technical, trade and specialist skills in addition to generalist or non-technical skills

This guide positions a veteran's abilities by comparing like-for-like training and skills at rank. It is not a complete representation of what every veteran (at each specified rank) has performed during their career; it's merely part of a veteran's extraordinary employment profile.

ADF Transition & Civil Recognition

An initiative of the Australian Defence College

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Purpose

To provide general overview of core job tasks at rank gained through ADF training and experience.



Australian Defence Force - Core Tasks at Rank		
Enlisted Ranks		
1	2	3
<div>Seaman (SMN)</div> <div>Private (PTE)</div> <div>Aircraftman/Aircraftwoman (AC/ACW)</div> <div><ul style="list-style-type: none">Contribute to maintaining professional skills and professional accountabilityProvide basic advice consistent with management's intentCommunicate effectively (verbally and presentations)Maintain issued stores, equipment and resources in often difficult and demanding work conditionsAdopt and apply appropriate measures to ensure a safe workplaceAdopt and apply appropriate measures to ensure the security of the workplaceComply with mandated policies, directives, governance requirements, standard operating procedures and work instructionsComply with workplace expectations in often complex, difficult and challenging environments</div>	<div>Able Seaman (AB)</div> <div>Lance Corporal/Lance Bombardier (LCPL/LBDR)</div> <div>Leading Aircraftman/Aircraftwoman (LAC/LACW)</div> <div><ul style="list-style-type: none">Apply ethical leadership skills and knowledge in the workplaceLead and develop an effective workplace teamSupport individual and team trainingMonitor, maintain and report workplace needs and training requirementsProvide advice to supervisors and managersCommunicate effectively with all key staff in the workplaceMonitor and maintain equity and safety protocols in the workplaceManage the effective use of workplace resourcesManage workplace performance of junior staff membersCoordinate the effective operation and security requirements of the workplacePlan and coordinate workplace activity to meet workplace expectations in often complex, difficult and challenging environments</div>	<div>Leading Seaman (LS)</div> <div>Corporal (CPL)/Bombardier (BDR)</div> <div>Corporal (CPL)</div> <div><ul style="list-style-type: none">Lead and manage small teams to achieve workplace goals and tasksAnalyse directions and develop a plan to achieve goals and tasksUnder minimal supervision, prepare and develop small teamsMonitor and manage team welfare and workplace behaviourDeliver training and assessments in the workplaceProvide advice to managers on workplace requirements and issuesCommunicate effectively through written and verbal meansMonitor, maintain and administer equity and safety protocols in the workplaceMonitor and manage the effective use of workplace resourcesCoordinate effective operation and security compliance in the workplaceAnalyse risks to operations, task achievement and opportunities that presentPlan and coordinate requirements to meet management expectations within complex and challenging work environments</div>
4	5	6
<div>Petty Officer (PO)</div> <div>Sergeant/Staff Sergeant (SGT/SSGT)</div> <div>Sergeant (SGT)</div> <div><ul style="list-style-type: none">Effective & ethical leadership of a large teamManage workplace performance & development of junior supervisors & their staffApply expertise to training development, delivery & assessment to develop & maintain organisational skills in individual staff & a large teamEnsure compliance with policy, directives, instructions, regulations, standard operating procedures, & technical frameworksCommunicate effectively with management & staff, observing written & verbal protocolsAnalyse directions & identify options for conducting tasksMonitor the morale, health & welfare of the teamProvide advice to management on team issues & needsManage logistical & resource requirements of a large teamEnsure effective use of resources & advise management of priorities & optionsMonitor, maintain & report workplace capability, including equity and safetyPlan & coordinate workplace activities & security requirements in frequently complex, difficult & challenging environments</div>	<div>Chief Petty Officer (CPO)</div> <div>Warrant Officer Class 2 (WO2)</div> <div>Flight Sergeant (FSGT)</div> <div><ul style="list-style-type: none">Apply effective and ethical leadership across the organisationDevelop skilled teams to meet organisational requirementsScope, deliver and support staff training across the organisationMonitor, maintain and report on workplace skilling needsProvide advice to executive level managers on personnel, workplace operations and governance requirementsMonitor the morale, health and welfare of the organisation and advise senior level managersCommunicate effectively across the organisationMonitor, maintain and enforce equity and safety standards in the workplace and across the organisationPrioritise, allocate and manage the effective use of an organisation's logistics and resourcesManage workplace performance and development of staff across the organisationPlan and coordinate organisation's activities and security requirements in complex, difficult and challenging work environments</div>	<div>Warrant Officer (WO)</div> <div>Warrant Officer Class 1 (WO1)</div> <div>Warrant Officer (WOFF)</div> <div><ul style="list-style-type: none">Apply effective and ethical leadership across the organisation & in support of the senior executive levelProvide expert advice to the CEO & executive management to ensure staff are best prepared for organisational roles, including career management & tasksUse advanced communication skills within an executive team & the organisationDevelop & lead specialist education in the organisationAnalyse workplace development needs & provide advice to the executive for the ongoing development of all staff and teamsSupport & mentor senior supervisory & management staffPromote & ensure organisational tasks are executed lawfully, morally& ethicallyEnsure equity & safety standards are maintained across the organisationPrioritise & administer the strategic management of logistics & resourcesMonitor & oversee the organisation's security & activities in complex, difficult & demanding contexts & environmentsOversee & supervise the use of organisational, social & recreational resources to enhance deep-rooted professionalism & positive spirit in the workplace</div>

Australian Defence Force - Core Tasks at Rank		
Officer Ranks		
1	2	3
<div>Acting Sub Lieutenant (ASLT)</div> <div>Second Lieutenant (2LT)</div> <div>Pilot Officer (PLTOFF)</div> <div><ul style="list-style-type: none">Learn and apply effective and ethical leadership with teamsSupport the development of teamsSupport individual and workplace trainingAssist in monitoring and reporting workplace capability and effectivenessProvide advice to supervisorsCommunicate effectively within the workplaceSupport the maintenance of equity and safety in the workplaceAssist in managing workplace resourcesManage workplace performance of junior staffAssist with coordinating the operation and security of the workplace.Assist with planning and coordinating workplace activities in complex and challenging work environments</div>	<div>Sub Lieutenant (SBLT)</div> <div>Lieutenant (LT)</div> <div>Flying Officer (FLGOFF)</div> <div><ul style="list-style-type: none">Apply effective and ethical leadership of small and large teamsCounsel, coach, mentor & develop small and large teams in the workplaceMonitor and manage team performance, administration and welfare in the workplaceMonitor and manage effective use of team equipment and resources in the workplaceMonitor, maintain and report workplace skilling development and training requirementsConduct workplace tasks and actions to achieve workplace goals and outcomesProvide advice to senior managers to develop staff and achieve workplace goals and outcomesCommunicate effectively with management and staff using organisational written and verbal protocolsMonitor, manage and ensure equity and safety standards in the workplacePlan and coordinate workplace activities and security requirements in often complex, difficult and challenging work environments</div>	<div>Lieutenant (LEUT)</div> <div>Captain (CAPT)</div> <div>Flight Lieutenant (FLTLT)</div> <div><ul style="list-style-type: none">Apply effective & ethical leadership of large teamsMonitor, coach & mentor workplace supervisors & junior management staffDesign, lead and manage individual & workgroup training & education in the workplaceContribute to & participate in management planning for contingencies & organisational goalsAnalyse, plan, prepare & action large workplace activitiesApply international standards in the workplaceMonitor, maintain & report on workplace skilling needs, education & trainingProvide advice & assistance to executive level managersOversee personnel & organisation administration in accordance with governance requirements & organisational policies & proceduresCommunicate effectively with management & staff using organisational written & verbal protocolsMonitor, audit & ensure compliance with organisational policy & governance requirementsMonitor, maintain & ensure equity & safety standards and behaviour in the workplacePlan & coordinate workplace activities & security requirements within complex, difficult & challenging work environments</div>
4	5	6
<div>Lieutenant Commander (LCDR)</div> <div>Major (MAJ)</div> <div>Squadron Leader (SQNLDR)</div> <div><ul style="list-style-type: none">Apply effective & ethical leadership & management to multiple organisational teamsOversee & conduct complex organisational administrationManage organisational learning; identify & develop technical & specialist knowledge of organisational teamsManage & develop a resilient workforce able to work in complex, difficult & challenging environmentsDesign, manage & implement individual & group training & education in the workplaceMonitor, maintain & report on organisational skilling needs, education & training to meet organisational goalsProvide trusted advice & support to senior management & executiveLead, coach & mentor junior managers & senior staffUsing organisational protocols, communicate effectively with staff, management & executive to substantiate, negotiate & pose informationEnsure organisational plans, actions & controls meet national/ international standards & policyMonitor, manage & maintain equity & safety standards & behaviour across the organisationManage internal investigations, workplace & workforce actions, & staff welfare issuesMonitor, manage & ensure compliance with organisational policy & governance requirementsPlan and manage organisational activities and security requirements within complex, difficult and challenging work environments</div>	<div>Commander (CMDR)</div> <div>Lieutenant Colonel (LTCOL)</div> <div>Wing Commander (WGCDR)</div> <div><ul style="list-style-type: none">Apply effective & ethical senior leadership to manage multiple, integrated large teamsOversee & conduct complex administration ensuring adherence to values & expectationsSet the vision, purpose & goals, to focus & motivate all teamsRecognise & adjust to changing situations using flexible leadershipManage organisational learning, identify & develop team technical & specialist knowledgeDevelop & manage a resilient workforce able to work in complex, difficult & challenging environmentsAnalyse, design & implement individual & group training & education to achieve goalsAnalyse, monitor, maintain & report on resources, skilling needs, education & training to achieve organisational vision & goalsCommunicate with & provide strategic advice to senior executive leadership & managersMonitor, coach & mentor all key subordinate managers & senior staffCommunicate effectively with staff, management & executive to inform, persuade, substantiate, negotiate or present information using all communication protocolsEnsure planning, activities & control measures meet national/ international standards & policyApply, monitor & manage equity & safety standards & behaviour across the organisationAllocate & manage investigations, workplace/workforce actions, & staff welfare issuesEnact accountable governance responsibilities & ensure compliance with policy, standards & proceduresPlan, allocate & manage organisational activities & security requirements within complex, difficult & challenging work environments</div>	<div>Captain (CAPT-RAN)</div> <div>Colonel (COL)</div> <div>Group Captain (GPCAPT)</div> <div><ul style="list-style-type: none">Apply effective & ethical executive leadership & strategic management within a complex organisationEnsure organisational compliance with national & international legal obligationsLead organisational strategic initiatives & reformAssist with development of executive support teams & functionsConsult & advise the executive on strategic workforce capability, workforce training & education needs, & future requirementsMentor executive & supporting staffDevelop major goals to support organisational objectivesAdvise the executive on matters & issues affecting the organisationEmploy highly advanced communication skills across the organisation & when representing the organisationExercise due care & diligence of governance responsibilities, including equity & safety, across the organisationAnalyse, determine & report to the executive on current & future resource requirements to meet organisational goals & objectivesOversee performance management & reporting of organisational staff, recruitment & contractor engagementAnalyse & facilitate organisational requirements for security, welfare & wellbeing of staff & organisational activities/business within complex, difficult & challenging work environmentsAct as organisational executive representative in meetings, strategic planning or high-profile engagements</div>