

	<h1>JOB ANALYSIS</h1>	<b>Document No:</b>	HR-PRO-002
		<b>Approval Date:</b>	2/03/18
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		<b>Review Date:</b>	2/03/20
	<b>Responsible Officer:</b> Employment Relations Advisor	<b>Expiry Date:</b>	N/A
		<b>Issue No:</b>	2/03/18
<b>Authorising Officer:</b> Business Manager, General Secretariat			

## 1. Purpose

The purpose of this procedure is to identify and determine the nature, accountabilities and the skill set required to fulfil roles at ACBC Agencies.

## 2. Scope

This procedure applies to all ACBC agencies.

This process must be read in conjunction with [HR-PRO-003: Position Descriptions](#) and [HR-PRO-004: Recruitment and Selection](#), as this is the starting point in the recruitment process.

## 3. Related Documents

[HR-PRO-004 Recruitment and Selection](#)

[HR-PRO-003 Position Descriptions](#)

[ACBC Anti-discrimination Policy](#)

## 4. Definitions

### Job Analysis

Job analysis is the systematic examination of the performance elements and the conditions under which they are performed, that make up a job (role). A job analysis assists in identifying the accountabilities, the operating environment, the decision-making and the skills and knowledge and other elements required to carry out the job. It is the first step in a thorough understanding of the job and forms the basis of a position description

### Position Description

A position description is a broad and general written statement of a specific position, based on the findings of a job analysis. It generally includes the job title, the position to whom the employee reports, the duties, accountabilities, and remuneration level of the position

## 5. Responsibilities

### Heads of Agencies

Heads of agencies have the overall responsibility for ensuring that a job analysis is carried out and a position description is developed prior to approval for recruitment.

### Supervisor/ Worker

Any worker (including a Supervisor) may carry out a job analysis as required.

## 6. Job Analysis Process

1. Determine the purpose of the Job Analysis: In most cases, a job analysis can be used to generate a position description. A job analysis can also be used to examine a role that has evolved to a point where the original position description does not apply.
2. Determine who will carry out the job analysis. Any worker may carry out a job analysis. A Supervisor in consultation with a worker or a worker representative may also carry out a job analysis.

3. Gather the information required to complete the job analysis. This could involve:
  - Interviewing Supervisors and line managers
  - Gathering information from reviews of the organisation or the structure of the organisation
  - Gathering information from reviews of the structure of the specific section
  - Interviewing incumbents
4. Examine each element of the job:
  - What is the main objective of the position?
  - What will the position be accountable for?
  - How does this position fit into the organisational structure?
  - What skills, knowledge and experience are required?
  - What kinds of decisions will the role be required to make?
  - Will the job involve supervision of others?
  - Will the job involve managing a budget?
  - Are there any foreseeable challenges?
5. Complete the job analysis questionnaire ([HR005](#)) to document the above. Follow the instructions on the questionnaire to determine the following requirements:
  - Expertise
    - Knowledge and Experience
    - Breadth
    - Interpersonal Skills
  - Judgement
    - Job Environment
    - Reasoning
  - Accountability
    - Independence and Influence
    - Impact
    - Involvement
6. Where a job is already filled, consult the incumbent on the accuracy of the information recorded.  
The completed job analysis questionnaire should result in an accurate Position Description for that job.

## 7. Records

Job Analysis Questionnaire ([HR005](#))  
Position Descriptions