

PRICE

CONSULTING GROUP



JOB DESIGN AND EVALUATION TRAINING

LEARNING METHODOLOGY

All our training courses are designed to fully engage the participants by maximising active learning opportunities. This allows participants to better identify with, and come to a deeper understanding of the subject matter.

Several elements are involved in active learning. Developing strategies to target these elements forms an essential part of our training design. We ensure that our courses are relevant to your employees by working closely with you. This includes course duration, learning outcomes and course content.

Collaborative activities include discussion, case studies, group problem solving and skills practice.



AIM

Price Consulting has been providing this service to the WA Public Sector for over 20 years. The course aims to provide an understanding of:

- Organisation and job design principles;
- The elements of effective position descriptions;
- The Commissioner's Instruction relating to classification of positions;
- The BI/PERS job assessment system; and
- The essential components of a classification report.

The course is delivered in-house for your organisation and will enhance participant's ability to work effectively with WA Public Sector classification processes.

The course will be tailored to include your organisation's classification policies and templates so that participants will be able to confidently apply their learnings in the workplace.



OBJECTIVES

All jobs are evaluated from time to time to ensure that they are aligned to organisational outcomes and that employees are remunerated fairly with respect to the skills and capabilities required.

It is important that jobs within teams are well aligned and that there is a good fit between an employee and their job - these factors both contribute to team productivity and employee motivation.

The training modules outlined on the next page are underpinned by recognised job design principles, the Public Sector Commission's Capability Frameworks and Approved Procedure 1. Accordingly, we provide sound direction to agencies on issues concerning the description and classification of jobs up to and including level 8.

TRAINING OPTIONS

This training is offered in modules that can be added or omitted depending upon the target audience, and can range from a ½ day session to 1½ days. For example:

- General HR Officers- Position Descriptions and Classification Basics modules; and
- Classification Consultants - All four modules with optional follow-up support.

WHO: This training is suitable for all human resource employees, and officers involved in organisational restructure. We will work with the organisation to select the most effective approach for their needs.

MATERIALS: All participants will receive comprehensive course notes for future reference.

POSITION DESCRIPTIONS	2hrs	Understanding key elements, and how they add value to position holders, line managers, recruiters and classification consultants.
JOB DESIGN	3hrs	Understanding principles such as reporting distance, optimal team sizes, position scope, clarity of relationships, building career paths within functions.
CLASSIFICATION BASICS	1 hr	An overview of the BI/PERS job evaluation system including an explanation of the 10 elements used to evaluate work value.
JOB ANALYSIS	3hrs	Practitioner training on using the BI/PERS system and preparing a classification report that includes all requirements expected by the PSC. (Classification basics is a prerequisite for this module).

ABOUT US

WA owned and operated, Price Consulting Group has been providing management and human resource consulting services to government, corporate and private organisations for over 20 years. We specialise in human resource management and the design, development and presentation of quality training courses for both management and staff.

We are committed to helping organisations achieve greater results and success through training and effective HR management. Developing a strong partnership with you is the key to providing cost-effective and innovative solutions that meet your needs.

We have a team of highly skilled and experienced consultants who bring their knowledge and passion for their work into your organisation. We carefully match consultants to work assignments so that you will have the benefit of dealing with an industry expert – no matter how large or small your team.

OUR SERVICES

- Improving productivity & performance
- Strategic & business planning
- Change management
- HR & workforce planning & policy
- Organisational review & development
- Restructures, job design & work evaluation
- Business & performance reviews
- Employer branding
- Attraction & retention strategies
- Recruitment & executive search
- Applicant journey from process to feedback
- Training, facilitation & workshops
- Employee relations

Get in touch to discuss your needs and for a comprehensive quote

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