

GUIDING PRINCIPLES

The AELERT Regulatory Officer Capability Framework aims to provide regulatory agencies with a common language to describe the skills, knowledge and attributes that are critical to building regulatory capability across various proficiencies

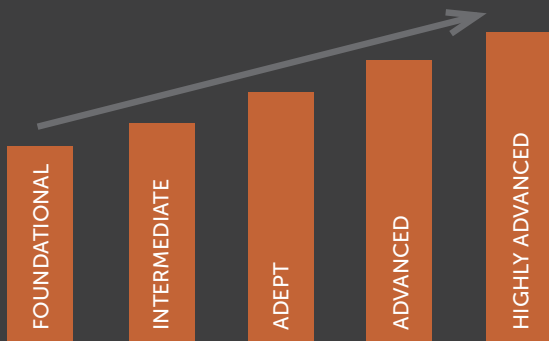
Adoption of the framework supports:

The alignment and harmonisation of regulatory officer capabilities across AELERT member agencies.

Greater capacity for professional development through access to common resources.



Greater mobility across the sector by promoting transferrable skills.

Identification of individual career pathways for regulatory practitioners and improved workforce planning.

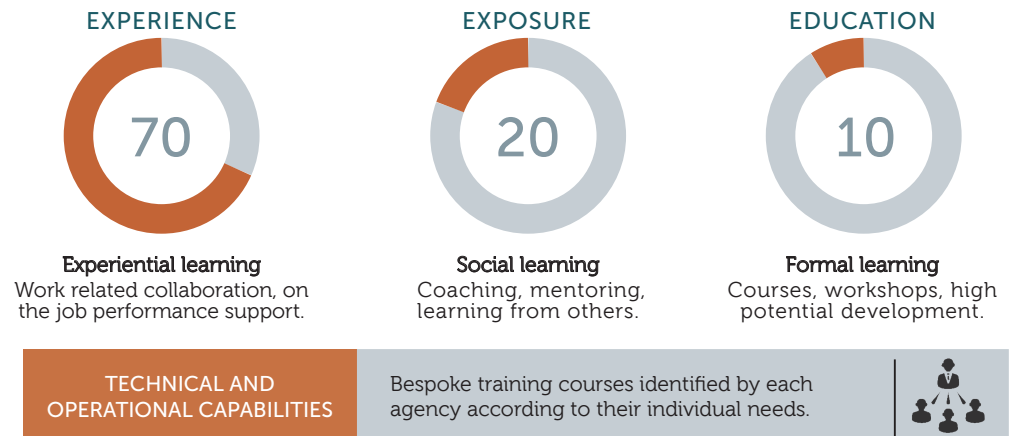


The five level, descriptors range from foundational to highly advanced reflecting a progressive increase in complexity and skill.

This framework supplements each jurisdiction's public sector capability framework and the Institute of Public Administration Australia (IPAA) Regulatory Professional Capability Guidance.

CORE REGULATORY CAPABILITIES	SKILL SETS
REGULATORY PRACTICE	<ul style="list-style-type: none"> > Undertaking Regulatory practice > Applying regulatory powers > Using regulatory tools > Note-taking and record-keeping 
STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> > Communication and stakeholder engagement 
COMPLIANCE	<ul style="list-style-type: none"> > Undertake inspections > Assess and act on non-compliance > Ensure compliance with legislation 
INVESTIGATIONS	<ul style="list-style-type: none"> > Plan, undertake and finalise investigations > Interviewing > Collect and manage evidence > Give evidence 
HEALTH AND SAFETY	<ul style="list-style-type: none"> > Work Health and Safety 

LEARNING AND DEVELOPMENT METHODOLOGY 70:20:10



TECHNICAL AND OPERATIONAL CAPABILITIES

Bespoke training courses identified by each agency according to their individual needs.



OVERVIEW

This framework outlines the minimum capabilities expected of regulatory officers working in AELERT member agencies.

Five core capabilities have been identified. Each individual capability is underpinned by skills sets and behavioural indicators relevant to an officer's ability.

The skill sets are divided into five behavioural indicator levels – foundational through to highly advanced.

Under this Framework, an officer would be expected to display all the behavioural indicators for one level before progressing onto the next level, i.e. behavioural indicators have cumulative requirements. For example, if officer A is required to prove competency in the adept range they would be required to display all of the indicators from the foundational, intermediate, as well as the adept ranges.

The aim of the Framework is to assist member agencies to identify the level of ability required for different positions and to allow them to plan professional development and training needs for their staff. Individual officers can also use the Framework to identify their own training needs in order to achieve career advancement and engage in continuous professional development opportunities.



GLOSSARY - FIVE CAPABILITY LEVELS AND KEY TERMS

FIVE CAPABILITY LEVELS

FOUNDATIONAL	Has basic knowledge at an awareness level, works under direct supervision, and relies on procedures, manuals and policies.
INTERMEDIATE	Has working knowledge and application and works under minimal supervision.
ADEPT	Has pre requisite knowledge essential to perform effectively and consistently, is working independently and can manage and advise less experienced staff.
ADVANCED	Has high level knowledge essential to lead teams/sections, provide advice, mentor staff, approve and review actions.
HIGHLY ADVANCED	Has high level knowledge to provide strategic direction and oversight in the areas of policy, resourcing and team leadership.

KEY TERMS

CAPABILITY	The measure of the ability of a person to achieve objectives.
COMPETENCY	The capability to apply or use a set of related knowledge, skills and abilities required to successfully perform tasks.
REGULATORY OFFICER	Any officer employed by a regulatory agency, whether appointed as an Authorised Officer or not.
AUTHORISED OFFICER	An officer that is appointed under relevant legislation.