

Workforce capacity

Comparative profile view

HR activity	Administer, support, process: these roles carry out the day to day administration and execution activities of the HR function	Advise, research, contribute, consult, inform: these roles ensure the activities of the HR function are carried out effectively, according to policy and are communicated		Manage, coordinate, develop, deliver, implement, facilitate, research, represent, advocate: these roles drive the activities within the HR function and ensure they are understood and valued	Lead, oversee, manage, direct, inspire, represent, influence, coach: these roles lead the HR function in delivering activities that contribute value to the organisation	Direct, lead, coach, influence: these roles head up the HR function and drive HR's contribution to organisational strategy		
HR knowledge	Understanding: these roles have a sound understanding of basic principles of HR and how to deliver basic activities	Application: these roles can look at the big picture for the HR function and understand how it aligns with the organisation		Development: these roles map the level of HR knowledge within the HR function and create opportunities to develop knowledge where required	Drive: these roles identify what knowledge the function needs to deliver value to the organisation and communicate this to the function	Embody: these roles represent the HR function to the organisation		
Build workforce capacity for the current and future requirements	Administer and support activities that build workforce capacity for present and future requirements	Contribute to activities that build workforce capacity for present and future requirements		Develop and implement activities that build workforce capacity for present and future requirements	Manage activities that build workforce capacity for present and future requirements	Promote the people strategy for the present and future workforce		
	1	2	3	4	5	6	7	8+
Have a clear understanding of legislative requirements and restrictions on employment including industrial relations law	Develop an understanding of legislative requirements and restrictions on employment including industrial relations law	Understand and operate according to legislative requirements and restrictions on employment including industrial relations law		Deliver HR activities in accordance with legislative requirements and restrictions on employment including industrial relations law	Interpret legislative requirements and restrictions on employment including industrial relations law	Embody legislative requirements and restrictions on employment including industrial relations law in the people strategy		
Monitor and assess organisational climate and employee engagement	Support the monitoring and assessment of organisational climate and employee engagement	Monitor and analyse organisational climate and employee engagement		Analyse and report on organisational climate and employee engagement	Oversee the analysis and reporting on organisational climate and employee engagement	Direct the monitoring and assessment of organisational climate and employee engagement		
Understand and identify the key competencies required to meet organisational goals	Develop an understanding of how required competencies are identified	Contribute to identification of the key competencies required to meet organisational goals		Develop and implement activities that contribute to identification of the key competencies required to meet organisational goals	Drive identification of the key competencies required to meet organisational goals	Influence and promote key competencies required to meet organisational goals		
Undertake organisational design, workforce planning and job design activities to prepare for current and future people challenges	Administer and support organisational design, workforce planning and job design activities to prepare for current and future people challenges	Contribute to organisational design, workforce planning and job design activities to prepare for current and future people challenges		Develop and implement organisational design, workforce planning and job design activities to prepare for current and future people challenges	Manage organisational design, workforce planning and job design activities to prepare for current and future people challenges	Lead and influence organisational design, workforce planning and job design activities to prepare for current and future people challenges		

Workforce capacity

Comparative profile view (continued)

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HR knowledge	Understanding: these roles have a sound understanding of basic principles of HR and how to deliver basic activities	Application: these roles can look at the big picture for the HR function and understand how it aligns with the organisation		Development: these roles map the level of HR knowledge within the HR function and create opportunities to develop knowledge where required	Drive: these roles identify what knowledge the function needs to deliver value to the organisation and communicate this to the function	Embody: these roles represent the HR function to the organisation		
Build workforce capacity for the current and future requirements	Administer and support activities that build workforce capacity for present and future requirements	Contribute to activities that build workforce capacity for present and future requirements		Develop and implement activities that build workforce capacity for present and future requirements	Manage activities that build workforce capacity for present and future requirements	Promote the people strategy for the present and future workforce		
	1	2	3	4	5	6	7	8+
Identify and implement strategies and practices to attract, retain, develop and motivate a skilled workforce	Administer and support strategies and practices to attract, retain, develop and motivate a skilled workforce	Contribute to strategies and practices to attract, retain, develop and motivate a skilled workforce		Develop and implement strategies and practices to attract, retain, develop and motivate a skilled workforce	Oversee strategies and practices to attract, retain, develop and motivate a skilled workforce	Lead strategies and practices to attract, retain, develop and motivate a skilled workforce		
Develop and manage processes for effective performance management and identification of development plans	Administer and support processes for effective performance management and identification of development plans	Contribute to processes for effective performance management and identification of development plans		Develop and implement processes for effective performance management and identification of development plans	Manage processes for effective performance management and identification of development plans	Lead activities for effective performance management and identification of development plans		
Identify and support development opportunities to build workforce capability	Have an understanding of how development opportunities are identified and delivered	Support the identification and delivery of development opportunities		Develop processes to identify and support development opportunities to build workforce capability	Oversee the identification and support of development opportunities to build workforce capability	Communicate and promote identification and support of development opportunities to build workforce capability		
Provide processes for and support to managers to bring about change/or reinforce employee behaviours where required	Administer and support activities to assist managers in bringing about change/or reinforcing employee behaviours where required	Contribute to processes designed to support managers in bringing about change/or reinforcing employee behaviours where required		Develop and implement processes and support managers in bringing about change/or reinforcing employee behaviours where required	Manage processes and provide support to managers in bringing about change/or reinforcing employee behaviours where required	Influence and coach managers to bring about change/or reinforce employee behaviours where required		