

## VETERANS EMPLOYMENT PROGRAM

# RANK GRADE GUIDE

The NSW Government employs around 10% of the state's working population. As the largest employer in NSW, it caters to almost 400,000 jobs across a broad range of industries and regions.

Veterans have skills and experience that are valuable, and can easily transfer into a variety of Government roles. The Veterans Employment Program (VEP) has developed a range of tools including this Rank-Grade Guide, to help support the transition process.

### **COMPARING ADF RANKS TO NSW GOVERNMENT JOB GRADES**

The Rank-Grade Guide and a Local Government companion guide, the LG-R2G, was developed by the VEP to help veterans understand how NSW Government job grades align with ADF ranks. It is only a guide. Veterans should also consider their non-military and/or specialty skills and experience. Employers can also use these guides to gain insight to the skills and experience of veterans.

### **THE INTERACTIVE RANK-GRADE GUIDE**

An interactive guide and PDFs for download are available on the VEP website. The interactive allows users to also view current job vacancies aligned to selected ranks on the NSW Government jobs site [iworkfor.nsw.gov.au](http://iworkfor.nsw.gov.au).

[vep.veterans.nsw.gov.au/job-seekers/rank-to-grade-guide](http://vep.veterans.nsw.gov.au/job-seekers/rank-to-grade-guide)

## COMMISSIONED OFFICERS

<b>AUSTRALIAN DEFENCE FORCE</b>	<b>ARMY</b>	General	Lieutenant General	Major General	Brigadier	Colonel	Lieutenant Colonel	Major	Captain	Lieutenant
	<b>NAVY</b>	Admiral	Vice Admiral	Rear Admiral	Commodore	Captain	Commander	Lieutenant Commander	Lieutenant	Sub Lieutenant
	<b>AIR FORCE</b>	Air Chief Marshal	Air Marshal	Air Vice-Marshal	Air Commodore	Group Captain	Wing Commander	Squadron Leader	Flight Lieutenant	Flying Officer
	<b>GENERAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>– Principal responsibility for converting government policy into strategic and adequately resourced military campaigns.</li> <li>– Management of high-level strategic relationships and influencing policy and decision-making at the whole of-government level.</li> <li>– Principal responsibility for strategic workforce decision-making for the entire ADF.</li> </ul>			<ul style="list-style-type: none"> <li>– Command up to 5,000 officers and soldiers.</li> <li>– Senior leadership roles at headquarters (HQ) in areas like Personnel and Operations, and high-level operational advisory roles at HQ.</li> </ul>		<ul style="list-style-type: none"> <li>– Advanced writing and liaison skills in a government setting, while applying comprehensive planning and problem solving skills.</li> <li>– Responsible for personnel welfare, general morale, administration and equipment maintenance for up to 120 and 650 officers and soldiers respectively.</li> <li>– Responsible for overall operational effectiveness of 400–600 staff in business units.</li> <li>– Senior leadership roles at headquarters (HQ) in areas like Personnel and Operations, and high-level operational advisory roles at HQ.</li> </ul>		<ul style="list-style-type: none"> <li>– Receive instructions from superiors, then plan priorities, coordinate resources and determine work responsibilities for up to 120 soldiers.</li> <li>– Maintenance and security of equipment and stores that may exceed millions of dollars in value.</li> <li>– Mentor, counsel and support the development and career progression of subordinates</li> <li>– Take responsibility for the actions and performance of their team; show initiative and self-reliance.</li> <li>– Confident speaking and writing skills with a variety of senior and subordinate audiences.</li> </ul>	
<b>NSW GOVERNMENT</b>	<b>EQUIVALENT GRADE</b>	<b>SENIOR EXECUTIVE SERVICE (SES) GRADES 1–4</b>					<b>CLERK GRADE 12 / SES GRADE 1</b>	<b>CLERK GRADE 9/10 – 11/12</b>	<b>CLERK GRADE 9/10</b>	<b>CLERK GRADE 7/8</b>
	<b>CAPABILITY FRAMEWORK</b>	<b>HIGHLY ADVANCED</b>			<b>ADVANCED</b>		<b>ADVANCED</b>		<b>ADEPT</b>	
	<b>CORE CAPABILITIES</b>	<p>Results</p> <p>Think and solve problems</p> <p><b>Business enablers</b></p> <p>Project management</p> <p><b>Relationships</b></p> <p>Influence and negotiate</p> <p><b>People management</b></p> <p>Manage reform and change</p>			<p>Results</p> <p>Think and solve problems</p> <p><b>Business Enablers</b></p> <p>Project management</p> <p><b>Relationships</b></p> <p>Influence and negotiate</p> <p><b>People management</b></p> <p>Manage reform and change</p>		<p>Results</p> <p>Think and solve problems</p> <p><b>Business Enablers</b></p> <p>Project management</p> <p><b>Relationships</b></p> <p>Communicate effectively</p> <p><b>People management</b></p> <p>Manage and develop people</p>		<p>Results</p> <p>Think and solve problems</p> <p><b>Business enablers</b></p> <p>Project management</p> <p><b>Relationships</b></p> <p>Communicate effectively</p> <p><b>People management</b></p> <p>Manage and develop people</p> <p><b>Personal attributes</b></p> <p>Resilience, integrity, manage self</p>	

## OTHER RANKS

<b>AUSTRALIAN DEFENCE FORCE</b>	<b>ARMY</b>	Warrant Officer Class 1	Warrant Officer Class 2	Sergeant	Corporal	Lance Corporal	Private
	<b>NAVY</b>	Warrant Officer	Chief Petty Officer	Petty Officer	Leading Seaman	Able Seaman	Seaman
	<b>AIR FORCE</b>	Warrant Officer 1	Flight Sergeant	Sergeant	Corporal	Leading Aircraftsman/ Aircraftswoman	Aircraftman and aircraftwoman
	<b>GENERAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>– Train, build morale and supervise up to 600 soldiers. These ranks mentor and develop subordinate staff, overseeing their administrative needs and provide counselling duties.</li> <li>– As a member of a middle management team, these ranks receive instructions from superiors, then plan priorities, resources and subordinates' work responsibilities accordingly.</li> <li>– Highly-independent, logical thinkers that enforce high standards of general conduct and achievement of work goals.</li> <li>– Exceptional ability to communicate complex instructions with clarity and confidence, and to large audiences.</li> </ul>		<ul style="list-style-type: none"> <li>– Train, lead and supervise up to 30 soldiers. These ranks mentor and develop subordinate staff, as well as overseeing their administrative needs.</li> <li>– As a member of a junior management team, these ranks receive instructions from superiors, then plan priorities, resources and subordinates' work responsibilities accordingly.</li> <li>– Breaking-down and communicating complex instructions clearly to subordinates.</li> </ul>		<ul style="list-style-type: none"> <li>– Train, lead and supervise a team of approximately 10 soldiers.</li> <li>– Receive instructions from superiors, before planning priorities, resources and subordinates' work responsibilities to achieve work goals.</li> <li>– Breaking-down and communicating complex instructions clearly to subordinates.</li> <li>– Make quick and logical decisions, and be accountable for such actions.</li> </ul>	
<b>NSW GOVERNMENT</b>	<b>EQUIVALENT GRADE</b>	<b>CLERK GRADE 7/8 – 9/10</b>	<b>CLERK GRADE 5/6 – 7/8</b>	<b>CLERK GRADE 5/6</b>	<b>CLERK GRADE 3/4 – 5/6</b>	<b>CLERK GRADE 3/4</b>	<b>CLERK GRADE 3/4</b>
	<b>CAPABILITY FRAMEWORK</b>	<b>ADVANCED</b>		<b>ADEPT</b>	<b>INTERMEDIATE</b>		<b>FOUNDATIONAL</b>
	<b>CORE CAPABILITIES</b>	<b>Results</b> Think and solve problems <b>Business enablers</b> Project management <b>Relationships</b> Communicate effectively <b>People management</b> Manage and develop people		<b>Results</b> Think and solve problems <b>Business enablers</b> Project management <b>Relationships</b> Communicate effectively <b>People management</b> Manage and develop people	<b>Results</b> Think and solve problems <b>Business enablers</b> Project management <b>Relationships</b> Communicate effectively <b>People management</b> Manage and develop people		<b>Results</b> Plan and prioritise; deliver results <b>Relationships</b> Communicate effectively; work collaboratively



# Veterans Employment Program

## ABOUT THE PROGRAM

The NSW Government has set a target to employ 1000 veterans by 2023. To help the Government meet this target the Office for Veteran Affairs runs the Veterans Employment Program (VEP).


VEP is an education and communications platform for both veterans and employers. The team delivering the program is focused on strengthening partnerships, developing tools and resources and finding more ways to connect with veterans across the state.


VEP has an online network of 2,500 veterans their families and supporters. Social media is used to share a variety of public sector roles, highlight initiatives like Volunteers NSW and talent pool recruitment and introduce career pathways through the 'Meet A Veteran' campaign.



---

## CONNECT WITH US


 [vep.veterans.nsw.gov.au](http://vep.veterans.nsw.gov.au)

 [linkedin.com/company/nsw-veterans-employment-program](https://www.linkedin.com/company/nsw-veterans-employment-program)

 [instagram.com/vepnsw](https://www.instagram.com/vepnsw)


 [facebook.com/NSWVeteransEmployment](https://www.facebook.com/NSWVeteransEmployment)

## CONTACT US

 1300 838 233

 [VeteransEmployment@veterans.nsw.gov.au](mailto:VeteransEmployment@veterans.nsw.gov.au)

 [@NSWVeteransEmployment](https://www.whatsapp.com/channel/0029va11111111111111111111)

 [linkedin.com/company/nsw-veterans-employment-program](https://www.linkedin.com/company/nsw-veterans-employment-program)

---

**Top to bottom:** Peter Reynolds, Manager, Program Management Office, former Lieutenant, Royal Australian Navy; Jo Matthews Senior Fire Fighter, NSW Fire & Rescue, former Leading Seaman, Royal Australian Navy; Millie Bass, Senior Project Officer, former Flight Lieutenant, Royal Australian Air Force; Paul Rindermann, Senior Correctional Officer, Department of Communities and Justice, former Sapper, Australian Army.