A Guide for Employers

This guide is to assist employers seeking to engage an ADF veteran.

As a starting point, employers should pre-suppose the following:

- The veteran is reasonably expected to possess the skills to the rank level specified
- Though highly competent, the veteran may not possess all the skills catalogued here, depending on the career path followed
- The veteran has concurrently mastered a range of additional military skills
- The veteran has also mastered a range of technical, trade and specialist skills in addition to generalist or non-technical skills

This guide positions a veteran’s abilities by comparing like-for-like training and skills at rank. It is not a complete representation of what every veteran (at each specified rank) has performed during their career; it’s merely part of a veteran’s extraordinary employment profile.

Enlisted personnel:

- are required to possess a range of non-technical skills, and specialise in the establishment and maintenance of cultural behaviour, command and control
- understand and comply with orders, and act lawfully, ethically and morally
- Understand the value of a collaborative, supportive and inclusive team in the face of demanding and dangerous circumstances
- Provide selfless service and fulfill their obligations to the team; they place the interests of the team and the task above themselves
- Support their team mates, act respectfully, and interact with respect and empathy; support all members of the team to foster cohesion and build trust. They are positive and supportive regardless of the circumstances
- Apply their knowledge to achieve their task, responsibly prepares for tasks, and understand and comply with policies, directives, governance requirements and standard operating procedures
- Understand the management of risk and WHS, and their responsibilities to themselves and to the team
- Use their judgement to make appropriate decisions that accord with their commander’s intent
- Learn and adapt, are open to new information and methods, and are a lifelong learners who seek opportunities to assimilate new skills

An Officer:

- ensures that the moral, intellectual and physical components required by their Service are developed and maintained
- fosters service values and notions of service, selflessness, and moral and ethical behaviour in the workforce
- is a manager, responsible for the health, welfare, morale and discipline of all assigned personnel
- is responsible for ensuring those under their command are trained and prepared for their specific role
- develops independent, creative thinkers and ensures initiative is routinely practiced
- builds a climate of mutual trust, collaboration and open communication within the team
- understands the nature and concepts of their duty and can conceptualise and integrate military capabilities
- plans, generates, organises, prepares, directs, coordinates and controls military forces in the conduct of tactical actions
- possesses a range of skills and competencies, and specialises in the establishment of cultural behaviour, leadership, management, and command and control

ADF Transition & Civil Recognition

An initiative of the Australian Defence College

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Purpose

To provide general overview of core job tasks at rank gained through ADF training and experience.
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<th>Rank</th>
<th>Officer</th>
<th>Core Tasks at Rank</th>
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| 01   | Lance Corporal/Lance Bombardier (LCPL/LBDR) | - Apply effective and ethical leadership across the organisation & in support of the senior executive leader.  
- Provide risk advice to the CEO & executive management to support management planning for complex, difficult & challenging environments.  
- Develop & lead specialist education in the organisation.  
- Analyse workplace development needs & provide advice to the executive for the ongoing development of all staff & teams.  
- Support & mentor senior supervisory & management staff.  
- Provide & organise executive & management training & education.  
- Develop effective supervisory, prepare & develop small teams.  
- Manage workplace performance of junior staff members.  
- Communicate effectively within the workplace.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Assisting in management, training & development of small teams.  
- Assist with planning & coordinating workplace activities in complex & challenging work environments. |
| 02   | Corporal (CPL) | - Apply effective and ethical leadership across the organisation & in support of the senior executive leader.  
- Provide risk advice to the CEO & executive management to support management planning for complex, difficult & challenging environments.  
- Develop & lead specialist education in the organisation.  
- Analyse workplace development needs & provide advice to the executive for the ongoing development of all staff & teams.  
- Support & mentor senior supervisory & management staff.  
- Provide & organise executive & management training & education.  
- Develop effective supervisory, prepare & develop small teams.  
- Manage workplace performance of junior staff members.  
- Communicate effectively within the workplace.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Assisting in management, training & development of small teams.  
- Assist with planning & coordinating workplace activities in complex & challenging work environments. |
| 03   | Warrant Officer (WO) | - Apply effective and ethical leadership across the organisation & in support of the senior executive leader.  
- Provide risk advice to the CEO & executive management to support management planning for complex, difficult & challenging environments.  
- Develop & lead specialist education in the organisation.  
- Analyse workplace development needs & provide advice to the executive for the ongoing development of all staff & teams.  
- Support & mentor senior supervisory & management staff.  
- Provide & organise executive & management training & education.  
- Develop effective supervisory, prepare & develop small teams.  
- Manage workplace performance of junior staff members.  
- Communicate effectively within the workplace.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Assisting in management, training & development of small teams.  
- Assist with planning & coordinating workplace activities in complex & challenging work environments. |
| 04   | Warrant Officer Class 1 (WO1) | - Apply effective and ethical leadership across the organisation & in support of the senior executive leader.  
- Provide risk advice to the CEO & executive management to support management planning for complex, difficult & challenging environments.  
- Develop & lead specialist education in the organisation.  
- Analyse workplace development needs & provide advice to the executive for the ongoing development of all staff & teams.  
- Support & mentor senior supervisory & management staff.  
- Provide & organise executive & management training & education.  
- Develop effective supervisory, prepare & develop small teams.  
- Manage workplace performance of junior staff members.  
- Communicate effectively within the workplace.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Assisting in management, training & development of small teams.  
- Assist with planning & coordinating workplace activities in complex & challenging work environments. |
| 05   | Warrant Officer Class 2 (WO2) | - Apply effective and ethical leadership across the organisation.  
- Develop skilled teams to meet organisational requirements.  
- Support & mentor workplace & staff welfare issues.  
- Provide advice to management on team issues & needs.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Provide advice to senior management on organisational requirements.  
- Support & mentor workplace & staff welfare issues.  
- Provide advice to management on team issues & needs.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Assisting in management, training & development of small teams.  
- Assist with planning & coordinating workplace activities in complex & challenging work environments. |
| 06   | Sergeant (SGT) | - Effective & ethical leadership of a large team.  
- Manage workplace performance & development of junior supervisions & their staff.  
- Apply expertise to training development, delivery & assessment to develop & maintain organisational skills in individual staff & large teams.  
- Ensure compliance with policy, directives, regulations, standard operating procedures, & technical frameworks.  
- Communicate effectively with management & staff, including written & verbal protocols.  
- Analyse directions and develop a plan to achieve workplace & national, international & policy requirements in complex, difficult & challenging work environments. |
| 07   | Lance Bombardier (Lance Corporal) (LCPL) | - Apply effective leadership principles & knowledge in the workplace.  
- Lead and manage small teams to achieve workplace goals & tasks.  
- Analyse development & develop a plan to achieve goals & tasks.  
- Provide advice to supervisors & managers.  
- Monitor & manage workplace & workplace requirements in complex, difficult & challenging work environments. |
| 08   | Leading Seaman (LST) | - Apply effective leadership principles & knowledge in the workplace.  
- Lead and manage small teams to achieve workplace goals & tasks.  
- Analyse development & develop a plan to achieve goals & tasks.  
- Provide advice to supervisors & managers.  
- Monitor & manage workplace & workplace requirements in complex, difficult & challenging work environments. |
| 09   | Able Seaman (AB) | - Apply effective leadership principles & knowledge in the workplace.  
- Lead and manage small teams to achieve workplace goals & tasks.  
- Analyse development & develop a plan to achieve goals & tasks.  
- Provide advice to supervisors & managers.  
- Monitor & manage workplace & workplace requirements in complex, difficult & challenging work environments. |

### Australian Defence Force - Core Tasks at Rank

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<th>Rank</th>
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<td>Private (PTE)</td>
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<td>02</td>
<td>Private (PTE)</td>
<td>Able Seaman (AB)</td>
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### Seaman (SMN)
- Provide, support & maintain equipment & resources in complex, difficult & challenging work environments.  
- Communicate effectively with naval, shore & aviation personnel.  
- Adopt appropriate measures to ensure workplace safety.  
- Adopt appropriate measures to ensure the security of the workplace.  
- Comply with workplace expectations in often complex, difficult & challenging environments.  
- Maintain issued stores, equipment & resources in complex, difficult & challenging work environments.

### Private (PTE)
- Learn & apply effective & ethical leadership principles in complex, difficult & challenging environments.  
- Ensure planning & coordinating organisation's activities & security & staff welfare issues.  
- Monitor & manage workplace & workplace requirements in complex, difficult & challenging work environments.  
- Support & mentor workplace & staff welfare issues.  
- Provide advice to management on team issues & needs.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Provide advice to senior management on organisational requirements.  
- Support & mentor workplace & staff welfare issues.  
- Provide advice to management on team issues & needs.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Assist in management, training & development of small teams.  
- Assist with planning & coordinating workplace activities in complex & challenging work environments.

### Able Seaman (AB)
- Plan & coordinate workplace activities & security requirements in often complex, difficult & challenging work environments.  
- Learn & apply effective & ethical leadership principles in the workplace.  
- Lead and manage small teams to achieve workplace goals & tasks.  
- Analyse development & develop a plan to achieve goals & tasks.  
- Provide advice to supervisors & managers.  
- Monitor & manage workplace & workplace requirements in the workplace.  
- Ensure compliance with policy, directives & governance requirements.  
- Prioritise & administer the strategic management of logistics & resources in complex, difficult & challenging work environments.  
- Seek the vision, purpose & goals & focus to motivate & enthuse staff.  
- Recruit, screen & select staff for management planning & training.  
- Assist with the preparation, co-ordination & delivery of training programmes.  
- Provide advice to support the maintenance of equality & safety in the workplace.  
- Support & mentor workplace & staff welfare issues.  
- Provide advice to management on organisational requirements.  
- Support & mentor workplace & staff welfare issues.  
- Provide advice to management on team issues & needs.  
- Manage workplace performance & support the maintenance of equality & safety in the workplace.  
- Assist in management, training & development of small teams.  
- Assist with planning & coordinating workplace activities in complex & challenging work environments.

### Leading Seaman (LST)
- Learn & apply effective & ethical leadership principles in complex, difficult & challenging environments.  
- Ensure planning & coordinating organisation's activities & security & staff welfare issues.  
- Monitor & manage workplace & workplace requirements in complex, difficult & challenging work environments.  
- Support & mentor workplace & staff welfare issues.  
- Provide advice to management on organisational requirements.  
- Support & mentor workplace & staff welfare issues.  
- Provide advice to management on team issues & needs.  
- Monitor & manage workplace & workplace requirements in the workplace.  
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