

EMPLOYEES E - G SCALES 6 - 8

GENERAL CHARACTERISATION

This job family relates to the employee posts occurring in secondary education whose holders carry out tasks from an expert perspective and/or achieve objectives in a substantively specialist area, by supporting and guiding internal and external stakeholders and safeguarding the implementation of the work carried out. These post-holders may work at school level or at (central) staff level. It concerns all employees in the fields of P&O, H&F, ICT, Communications, (Educational) Administration, Finance or Legal. These employees usually have a job title with the relevant field in the name. For example P&O officer, ICT officer, financial administrative officer, etc. This job family follows on from the job family Employees scales 2-5.

The appendices to this series give examples of tasks per field at the various scale levels.

Every post-holder in secondary education is expected to work on their own professional development, in order to keep the competencies required for the post up to date, including by means of training.

Disclaimer: The terms 'idem' and 'idem, plus' are used in the job family. This means that the preceding level must be fully mastered in order to qualify for the next level.

	Employee E	Employee F	Employee G
Salary scale	Salary scale 6	Salary scale 7	Salary scale 8
General profile	Employee E is responsible for carrying out a wide variety of related subject-specific/technical tasks, and takes decisions on these on the basis of interpreting (the) specific new/complex situation(s). The effect of the tasks is clear and observable in the short term (within a few months).	In addition to Employee E, Employee F carries out more complex subject-specific tasks and takes decisions on these on the basis of interpreting the situation and the consequences for the environment . There is freedom to weigh up the consequences of choices . Carries out varied and broad operational tasks, requiring more insight into the coherence between work processes . The contacts involve making agreements .	In addition to Employee F, Employee G carries out advisory tasks at operational level. Various interests are involved and alignment takes place on the products and services to be delivered and on the approach/working method. Makes agreements with and advises stakeholders at operational level in particular. In doing so, account must be taken of changing legislation and regulations .
Results to be achieved	Achieving specific assignments, results and/or objectives by carrying out operational specialist tasks and/or performing specialist/specific operations, which may also include policy support tasks. The tasks may occur in various supporting departments.		
	The tasks involve highly varied specialist or administrative-technical tasks that are coordinating in nature and require orientation towards the environment. Assesses the data available and determines the approach and working method on the basis of the options open. This requires responding to changing circumstances and changes to arrangements.	The tasks require more insight into the coherence between work processes and into the employee's own specialist area/field of work. Assesses on the basis of their own judgement and interprets data . This requires responding to user requirements and (technical) changes .	The tasks involve carrying out complex specialist and advisory tasks in a self-standing operational specialist area.

Job Classification System

	Employee E	Employee F	Employee G
Decisions	The employee takes decisions relating to operational aspects of the work, interpreting situations, rules, arrangements and/or educational developments, and concerning the design of the tasks. These executing decisions are clear and can be determined in the very short term (within a few months).	Idem, plus: In taking decisions, the consequences of the solutions to be chosen are weighed up against each other.	Idem, plus: In an advisory role , the employee takes decisions on/when drawing up explanatory notes on policy changes and changes to regulations, and when surveying user requirements and aligning these with the options , with stakeholders who may have differing interests.
Framework	Working arrangements, rules, regulations, subject-specific frameworks.	Idem.	Legislation and regulations in the field of work, procedures, related work processes and arrangements.
Responsibilities	Assessment after the event of the quality of the products delivered, and of compliance with the agreed results, standards, criteria or specifications (output).	Idem.	Idem, plus: For the quality of the advice issued.
Knowledge	• General (specialist) technical knowledge and insight into relevant organisational and functional relationships. Command of a trade (vmbo+/mbo working and thinking level); • Insight into the organisational and functional relationships and the working method in the department/within the institution; • Knowledge of administrative regulations, rules, working methods and/or procedures.	• General theoretical, practically oriented knowledge and experience of the specialist area (mbo+/hbo working and thinking level); • Insight into organisational, social, financial, technical, economic or legal connections in relation to their own field of work is required, or, as is the case in education, insight into the various cultural backgrounds of the students, for example.	Idem.
Competencies	Accuracy, thoroughness and customer-facing competencies.	Idem.	• Competencies required for achieving a result (product/advice); • Organisational skills; • Competency in providing subject-specific direction to colleagues or a team.
Contacts	The contacts (with colleagues, students, parents and external parties) are directed at exchanging information (questions and answers) about the work processes, service provision and knowledge needed for the progress of the tasks.	The contacts involve differing interests and positions. Cooperation with and between relevant internal and external stakeholders is necessary for progress, and arrangements are made.	The contacts are directed at obtaining alignment regarding work processes/service provision/legislation and regulations within and outside the organisation.
Score profile	Classification level IIIB Characteristic scores 32232 23223 22 22 Total score 32	Classification level IIIC Characteristic scores 32332 33223 32 32 Total score 36	Classification level IVa Characteristic scores 33332 33233 33 33 Total score 40