

## 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 fulfil 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 prepare 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



AUSTRALIAN  
DEFENCE FORCE

# A Guide for Employers of Veterans

Navy, Army and Airforce



## 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.**

## ADF Transition & Civil Recognition

An initiative of the  
Australian Defence College

### Contact:

ADF Transition & Civil Recognition Team  
Defence RTO  
Australian Defence College  
PO Box 7917  
CANBERRA BC ACT 2610

[ADF.CivilRecognition@defence.gov.au](mailto:ADF.CivilRecognition@defence.gov.au)

© Copyright 2018 Department of Defence (Australia)

No part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted, in any form, or by any means (electronic, mechanical, photocopying, recording, or otherwise), without prior permission. Requests for permission should be directed to the Director National Skills Framework at [ADF.CivilRecognition@defence.gov.au](mailto:ADF.CivilRecognition@defence.gov.au), Defence Registered Training Organisation (DRTO), Australian Defence College, PO Box 7917, Canberra BC ACT 2610.

## Purpose

To provide general overview of core job tasks at rank gained through ADF training and experience.

## Australian Defence Force - Core Tasks at Rank

### Enlisted Ranks

1	2	3
<p><b>Seaman (SMN)</b> <b>Private (PTE)</b> <b>Aircraftman/Aircraftwoman (AC/ACW)</b></p> <ul style="list-style-type: none"> <li>Contribute to maintaining professional skills and professional accountability</li> <li>Provide basic advice consistent with management's intent</li> <li>Communicate effectively (verbally and presentations)</li> <li>Maintain issued stores, equipment and resources in often difficult and demanding work conditions</li> <li>Adopt and apply appropriate measures to ensure a safe workplace</li> <li>Adopt and apply appropriate measures to ensure the security of the workplace</li> <li>Comply with mandated policies, directives, governance requirements, standard operating procedures and work instructions</li> <li>Comply with workplace expectations in often complex, difficult and challenging environments</li> </ul>	<p><b>Able Seaman (AB)</b> <b>Lance Corporal/Lance Bombardier (LCPL/LBDR)</b> <b>Leading Aircraftman/Aircraftwoman (LAC/LACW)</b></p> <ul style="list-style-type: none"> <li>Apply ethical leadership skills and knowledge in the workplace</li> <li>Lead and develop an effective workplace team</li> <li>Support individual and team training</li> <li>Monitor, maintain and report workplace needs and training requirements</li> <li>Provide advice to supervisors and managers</li> <li>Communicate effectively with all key staff in the workplace</li> <li>Monitor and maintain equity and safety protocols in the workplace</li> <li>Manage the effective use of workplace resources</li> <li>Manage workplace performance of junior staff members</li> <li>Coordinate the effective operation and security requirements of the workplace</li> <li>Plan and coordinate workplace activity to meet workplace expectations in often complex, difficult and challenging environments</li> </ul>	<p><b>Leading Seaman (LS)</b> <b>Corporal (CPL)/Bombardier (BDR)</b> <b>Corporal (CPL)</b></p> <ul style="list-style-type: none"> <li>Lead and manage small teams to achieve workplace goals and tasks</li> <li>Analyse directions and develop a plan to achieve goals and tasks</li> <li>Under minimal supervision, prepare and develop small teams</li> <li>Monitor and manage team welfare and workplace behaviour</li> <li>Deliver training and assessments in the workplace</li> <li>Provide advice to managers on workplace requirements and issues</li> <li>Communicate effectively through written and verbal means</li> <li>Monitor, maintain and administer equity and safety protocols in the workplace</li> <li>Monitor and manage the effective use of workplace resources</li> <li>Coordinate effective operation and security compliance in the workplace</li> <li>Analyse risks to operations, task achievement and opportunities that present</li> <li>Plan and coordinate requirements to meet management expectations within complex and challenging work environments</li> </ul>
4	5	6
<p><b>Petty Officer (PO)</b> <b>Sergeant/Staff Sergeant (SGT/SSGT)</b> <b>Sergeant (SGT)</b></p> <ul style="list-style-type: none"> <li>Effective &amp; ethical leadership of a large team</li> <li>Manage workplace performance &amp; development of junior supervisors &amp; their staff</li> <li>Apply expertise to training development, delivery &amp; assessment to develop &amp; maintain organisational skills in individual staff &amp; a large team</li> <li>Ensure compliance with policy, directives, instructions, regulations, standard operating procedures, &amp; technical frameworks</li> <li>Communicate effectively with management &amp; staff, observing written &amp; verbal protocols</li> <li>Analyse directions &amp; identify options for conducting tasks</li> <li>Monitor the morale, health &amp; welfare of the team</li> <li>Provide advice to management on team issues &amp; needs</li> <li>Manage logistical &amp; resource requirements of a large team</li> <li>Ensure effective use of resources &amp; advise management of priorities &amp; options</li> <li>Monitor, maintain &amp; report workplace capability, including equity and safety</li> <li>Plan &amp; coordinate workplace activities &amp; security requirements in frequently complex, difficult &amp; challenging environments</li> </ul>	<p><b>Chief Petty Officer (CPO)</b> <b>Warrant Officer Class 2 (WO2)</b> <b>Flight Sergeant (FSGT)</b></p> <ul style="list-style-type: none"> <li>Apply effective and ethical leadership across the organisation</li> <li>Develop skilled teams to meet organisational requirements</li> <li>Scope, deliver and support staff training across the organisation</li> <li>Monitor, maintain and report on workplace skilling needs</li> <li>Provide advice to executive level managers on personnel, workplace operations and governance requirements</li> <li>Monitor the morale, health and welfare of the organisation and advise senior level managers</li> <li>Communicate effectively across the organisation</li> <li>Monitor, maintain and enforce equity and safety standards in the workplace and across the organisation</li> <li>Prioritise, allocate and manage the effective use of an organisation's logistics and resources</li> <li>Manage workplace performance and development of staff across the organisation</li> <li>Plan and coordinate organisation's activities and security requirements in complex, difficult and challenging work environments</li> </ul>	<p><b>Warrant Officer (WO)</b> <b>Warrant Officer Class 1 (WO1)</b> <b>Warrant Officer (WOFF)</b></p> <ul style="list-style-type: none"> <li>Apply effective and ethical leadership across the organisation &amp; in support of the senior executive level</li> <li>Provide expert advice to the CEO &amp; executive management to ensure staff are best prepared for organisational roles, including career management &amp; tasks</li> <li>Use advanced communication skills within an executive team &amp; the organisation</li> <li>Develop &amp; lead specialist education in the organisation</li> <li>Analyse workplace development needs &amp; provide advice to the executive for the ongoing development of all staff and teams</li> <li>Support &amp; mentor senior supervisory &amp; management staff</li> <li>Promote &amp; ensure organisational tasks are executed lawfully, morally &amp; ethically</li> <li>Ensure equity &amp; safety standards are maintained across the organisation</li> <li>Prioritise &amp; administer the strategic management of logistics &amp; resources</li> <li>Monitor &amp; oversee the organisation's security &amp; activities in complex, difficult &amp; demanding contexts &amp; environments</li> <li>Oversee &amp; supervise the use of organisational, social &amp; recreational resources to enhance deep-rooted professionalism &amp; positive spirit in the workplace</li> </ul>

## Australian Defence Force - Core Tasks at Rank

### Officer Ranks

1	2	3
<p><b>Acting Sub Lieutenant (ASLT)</b> <b>Second Lieutenant (2LT)</b> <b>Pilot Officer (PLTOFF)</b></p> <ul style="list-style-type: none"> <li>Learn and apply effective and ethical leadership with teams</li> <li>Support the development of teams</li> <li>Support individual and workplace training</li> <li>Assist in monitoring and reporting workplace capability and effectiveness</li> <li>Provide advice to supervisors</li> <li>Communicate effectively within the workplace</li> <li>Support the maintenance of equity and safety in the workplace</li> <li>Assist in managing workplace resources</li> <li>Manage workplace performance of junior staff</li> <li>Assist with coordinating the operation and security of the workplace.</li> <li>Assist with planning and coordinating workplace activities in complex and challenging work environments</li> </ul>	<p><b>Sub Lieutenant (SBLT)</b> <b>Lieutenant (LT)</b> <b>Flying Officer (FLGOFF)</b></p> <ul style="list-style-type: none"> <li>Apply effective and ethical leadership of small and large teams</li> <li>Counsel, coach, mentor &amp; develop small and large teams in the workplace</li> <li>Monitor and manage team performance, administration and welfare in the workplace</li> <li>Monitor and manage effective use of team equipment and resources in the workplace</li> <li>Monitor, maintain and report workplace skilling development and training requirements</li> <li>Conduct workplace tasks and actions to achieve workplace goals and outcomes</li> <li>Provide advice to senior managers to develop staff and achieve workplace goals and outcomes</li> <li>Communicate effectively with management and staff using organisational written and verbal protocols</li> <li>Monitor, manage and ensure equity and safety standards in the workplace</li> <li>Plan and coordinate workplace activities and security requirements in often complex, difficult and challenging work environments</li> </ul>	<p><b>Lieutenant (LEUT)</b> <b>Captain (CAPT)</b> <b>Flight Lieutenant (FLTLT)</b></p> <ul style="list-style-type: none"> <li>Apply effective &amp; ethical leadership of large teams</li> <li>Monitor, coach &amp; mentor workplace supervisors &amp; junior management staff</li> <li>Design, lead and manage individual &amp; workgroup training &amp; education in the workplace</li> <li>Contribute to &amp; participate in management planning for contingencies &amp; organisational goals</li> <li>Analyse, plan, prepare &amp; action large workplace activities</li> <li>Apply international standards in the workplace</li> <li>Monitor, maintain &amp; report on workplace skilling needs, education &amp; training</li> <li>Provide advice &amp; assistance to executive level managers</li> <li>Oversee personnel &amp; organisation administration in accordance with governance requirements &amp; organisational policies &amp; procedures</li> <li>Communicate effectively with management &amp; staff using organisational written &amp; verbal protocols</li> <li>Monitor, audit &amp; ensure compliance with organisational policy &amp; governance requirements</li> <li>Monitor, maintain &amp; ensure equity &amp; safety standards and behaviour in the workplace</li> <li>Plan &amp; coordinate workplace activities &amp; security requirements within complex, difficult &amp; challenging work environments</li> </ul>
4	5	6
<p><b>Lieutenant Commander (LCDR)</b> <b>Major (MAJ)</b> <b>Squadron Leader (SQNLDR)</b></p> <ul style="list-style-type: none"> <li>Apply effective &amp; ethical leadership &amp; management to multiple organisational teams</li> <li>Oversee &amp; conduct complex organisational administration</li> <li>Manage organisational learning; identify &amp; develop technical &amp; specialist knowledge of organisational teams</li> <li>Manage &amp; develop a resilient workforce able to work in complex, difficult &amp; challenging environments</li> <li>Design, manage &amp; implement individual &amp; group training &amp; education in the workplace</li> <li>Monitor, maintain &amp; report on organisational skilling needs, education &amp; training to meet organisational goals</li> <li>Provide trusted advice &amp; support to senior management &amp; executive</li> <li>Lead, coach &amp; mentor junior managers &amp; senior staff</li> <li>Using organisational protocols, communicate effectively with staff, management &amp; executive to substantiate, negotiate &amp; pose information</li> <li>Ensure organisational plans, actions &amp; controls meet national/international standards &amp; policy</li> <li>Monitor, manage &amp; maintain equity &amp; safety standards &amp; behaviour across the organisation</li> <li>Manage internal investigations, workplace &amp; workforce actions, &amp; staff welfare issues</li> <li>Monitor, manage &amp; ensure compliance with organisational policy &amp; governance requirements</li> <li>Plan and manage organisational activities and security requirements within complex, difficult and challenging work environments</li> </ul>	<p><b>Commander (CMDR)</b> <b>Lieutenant Colonel (LTCOL)</b> <b>Wing Commander (WGCDR)</b></p> <ul style="list-style-type: none"> <li>Apply effective &amp; ethical senior leadership to manage multiple, integrated large teams</li> <li>Oversee &amp; conduct complex administration ensuring adherence to values &amp; expectations</li> <li>Set the vision, purpose &amp; goals, to focus &amp; motivate all teams</li> <li>Recognise &amp; adjust to changing situations using flexible leadership</li> <li>Manage organisational learning, identify &amp; develop team technical &amp; specialist knowledge</li> <li>Develop &amp; manage a resilient workforce able to work in complex, difficult &amp; challenging environments</li> <li>Analyse, design &amp; implement individual &amp; group training &amp; education to achieve goals</li> <li>Analyse, monitor, maintain &amp; report on resources, skilling needs, education &amp; training to achieve organisational vision &amp; goals</li> <li>Communicate with &amp; provide strategic advice to senior executive leadership &amp; managers</li> <li>Monitor, coach &amp; mentor all key subordinate managers &amp; senior staff</li> <li>Communicate effectively with staff, management &amp; executive to inform, persuade, substantiate, negotiate or present information using all communication protocols</li> <li>Ensure planning, activities &amp; control measures meet national/international standards &amp; policy</li> <li>Apply, monitor &amp; manage equity &amp; safety standards &amp; behaviour across the organisation</li> <li>Allocate &amp; manage investigations, workplace/workforce actions, &amp; staff welfare issues</li> <li>Enact accountable governance responsibilities &amp; ensure compliance with policy, standards &amp; procedures</li> <li>Plan, allocate &amp; manage organisational activities &amp; security requirements within complex, difficult &amp; challenging work environments</li> </ul>	<p><b>Captain (CAPT-RAN)</b> <b>Colonel (COL)</b> <b>Group Captain (GPCAPT)</b></p> <ul style="list-style-type: none"> <li>Apply effective &amp; ethical executive leadership &amp; strategic management within a complex organisation</li> <li>Ensure organisational compliance with national &amp; international legal obligations</li> <li>Lead organisational strategic initiatives &amp; reform</li> <li>Assist with development of executive support teams &amp; functions</li> <li>Consult &amp; advise the executive on strategic workforce capability, workforce training &amp; education needs, &amp; future requirements</li> <li>Mentor executive &amp; supporting staff</li> <li>Develop major goals to support organisational objectives</li> <li>Advise the executive on matters &amp; issues affecting the organisation</li> <li>Employ highly advanced communication skills across the organisation &amp; when representing the organisation</li> <li>Exercise due care &amp; diligence of governance responsibilities, including equity &amp; safety, across the organisation</li> <li>Analyse, determine &amp; report to the executive on current &amp; future resource requirements to meet organisational goals &amp; objectives</li> <li>Oversee performance management &amp; reporting of organisational staff, recruitment &amp; contractor engagement</li> <li>Analyse &amp; facilitate organisational requirements for security, welfare &amp; wellbeing of staff &amp; organisational activities/business within complex, difficult &amp; challenging work environments</li> <li>Act as organisational executive representative in meetings, strategic planning or high-profile engagements</li> </ul>