

# SOUTH AUSTRALIAN PUBLIC SECTOR MILITARY RANK TO GRADE GUIDE

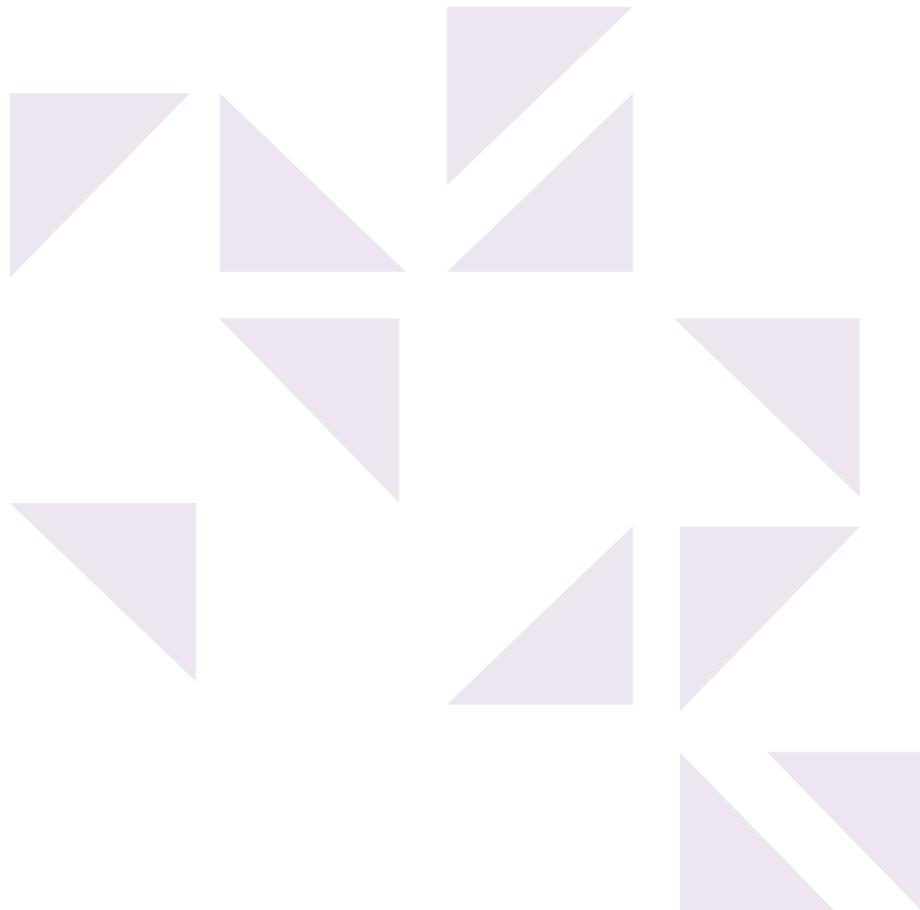
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# ▼ MESSAGE FROM THE COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT

The South Australian public sector is committed to attracting and retaining highly skilled individuals who are passionate about making a difference so South Australia thrives.

Community members with military experience possess immeasurably valuable skills that are easily transferable to a variety of roles. However, it's widely recognised that translating military experience and qualifications to civilian job opportunities can be difficult.

The new Military Rank to Grade Guide provides transitioning Australian Defence Force members, veterans and their families with a better understanding of how military ranks can be compared to public sector classifications. It was developed by Veterans SA, in consultation with the Office of the Commissioner for the Public Sector Employment, and will also help public sector agencies to consider veteran applicants during the recruitment process.

As the state's largest employer, which prides itself on the diversity of its workforce, the South Australian public sector is rich with opportunity for veterans looking to make their next career move beyond the Australian Defence Force.

I hope the Military Rank to Grade Guide will enable more veterans to consider a career in the public sector, which will no doubt serve to benefit all South Australians.

**Erma Ranieri PSM**

*Commissioner for Public Sector Employment*



# ABOUT THE GUIDE

This document should be used only as a guide, as it identifies the base level of skills expected at a recognised rank. Each individual must still be evaluated on their own merits and experience. Some personnel will be able to demonstrate the knowledge, skills and experience to operate at higher South Australia stream work levels than suggested, while others may demonstrate lower level competencies than suggested.

The guide is designed to be descriptive rather than prescriptive when aligning Australian Defence Force (ADF) ranks to the South Australia Competency Framework stream work levels, and does not impose a limit on available positions.

Some streams and positions may have additional mandatory qualification/expertise requirements e.g. in the professional stream.

This guide does not replace the importance of reading an applicant's resume or the responses to selection criteria as each ex-service personnel's knowledge, skills and experience will be different. Applicants may also have experience from either before or after their military career which should be considered.

For ranks Brigadier/Commodore/Air Commodore and above, loose guidelines for equivalency have been provided, however stream work levels and capabilities may not directly apply.

## FOR RECRUITERS

This guide helps increase awareness of military experience and how this can translate into the South Australian public sector.

## FOR APPLICANTS

This guide provides an initial introduction of how to express your military experience into a public sector context, and should be read in conjunction with the relevant determinations and guidance related to public sector classifications and employment conditions on the [Office of the Commissioner for Public Sector Employment](#) website.

# HOW TO READ THE GUIDE

This document provides a guide for comparing Australian Defence Force (ADF) ranks and South Australian public sector classification levels.

The Military Rank to Grade Guide specifically covers the following SA public sector work streams:



**ADMINISTRATION SERVICES (ASO):** employees in this stream undertake various administrative, clerical and related specialist functions in support of agency programs.



**MANAGEMENT ADMINISTRATIVE SERVICES (MAS):** employees in this stream have specific responsibility and accountability for either a major agency function or a series of significant agency functions.



**OPERATIONAL SERVICES (OPS):** employees in this stream undertake various operational activities and services including construction/maintenance operations, field-based services or inspections and health and human services.



**SOUTH AUSTRALIAN EXECUTIVE SERVICE (SAES):** employees in this stream are the leaders of the organisation and have significant strategic, decision making and problem-solving responsibilities.

The guide identifies equivalent ranks for the Royal Australian Navy, Australian Army and Royal Australian Air Force, and the related experience, and matches it with the equivalent SA public sector stream work level.

Level characteristics and example roles have also been provided in this guide.

There are other work streams in the public sector such as Allied Health Professionals, Professional Officers and Technical Officers that are not covered in this guide. Please refer to the [Office of the Commissioner for Public Sector Employment](#) website for more information.

Pages 6–9 relate specifically to Other Ranks and Non-Commissioned Officers.

Pages 10–14 relate to Commissioned Officers.

Users of the guide should read it in conjunction with the relevant SA Public Sector Competency Framework ([entry level employee](#), [first line manager](#), [middle manager](#) and [SA Executive Service](#)).

# ▼ MILITARY RANK TO GRADE GUIDE



## ARMY

Private .....	6
Private Proficient .....	6
Lance Corporal .....	6
Corporal .....	7
Sergeant.....	8
Staff Sergeant.....	8
Warrant Officer Class 2 .....	9
Warrant Officer Class 1 .....	9
Second Lieutenant.....	10
Lieutenant.....	10
Captain .....	11
Major .....	12
Lieutenant Colonel .....	13
Colonel .....	13
Brigadier .....	13
Major General .....	14
Lieutenant General .....	14
General.....	14
Field Marshal.....	14

## NAVY

Seaman.....	6
Able Seaman .....	6
Leading Seaman.....	7
Petty Officer .....	8
Chief Petty Officer .....	9
Warrant Officer .....	9
Acting Sub-Lieutenant .....	10
Sub-Lieutenant .....	10
Lieutenant.....	11
Lieutenant Commander.....	12
Commander .....	13
Captain .....	13
Commodore.....	13
Rear Admiral.....	14
Vice Admiral.....	14
Admiral .....	14
Admiral of the Fleet.....	14

## AIR FORCE

Aircraftman/Aircraftwoman .....	6
Leading Aircraftman/Aircraftwoman .....	6
Corporal .....	7
Sergeant.....	8
Flight Sergeant.....	9
Warrant Officer .....	9
Pilot Officer.....	10
Flying Officer.....	10
Flight Lieutenant.....	11
Squadron Leader .....	12
Wing Commander .....	13
Group Captain.....	13
Air Commodore .....	13
Air Vice-Marshal.....	14
Air Marshal.....	14
Air Chief Marshal .....	14
Marshal of the Royal Australian Air Force .....	14

- GENERAL EXPERIENCE**
- Communicate effectively and take instructions.
  - Complete basic operational tasks in small teams.
  - Make quick and logical decisions and be accountable for such actions.

**ARMY** Private

**NAVY** Seaman

**AIR FORCE** Aircraftman/Aircraftwoman

**ARMY** Private Proficient

Lance Corporal

**NAVY** Able Seaman

**AIR FORCE** Leading Aircraftman/Aircraftwoman

**EQUIVALENT STREAM WORK LEVEL**

**AS01**

**JOB STREAM**  
Administrative services

**LEVEL CHARACTERISTICS**  
**AS01** Basic knowledge of clerical and administrative practices and procedures and can adhere to instructions, established practices and guidelines.

**EXAMPLE ROLES**

Employee Services Officer	Administrative Officer
Customer Service	

**OPS1**

**JOB STREAM**  
Operational services

**LEVEL CHARACTERISTICS**  
**OPS1** Undertake functions requiring the practical application of basic skills and knowledge.

**EXAMPLE ROLES**

Field Officer	Gardener
Health Support Officer	Safety Instructor
Maintenance Officer	Operational Services Officer
Community Support Worker	

**EQUIVALENT STREAM WORK LEVEL**

**AS01 to 2**

**JOB STREAM**  
Administrative services

**LEVEL CHARACTERISTICS**  
**AS01** Basic knowledge of clerical and administrative practices and procedures and can adhere to instructions, established practices and guidelines.  
**AS02** Knowledge of established work practices and procedures and can perform a discrete group of activities on an individual basis.

**EXAMPLE ROLES**

Clerical Officer	Computer Services Officer
Inventory Officer	Executive Assistant
Employee Services Officer	Court Officer

**OPS1 to 2**

**JOB STREAM**  
Operational services

**LEVEL CHARACTERISTICS**  
**OPS1** Undertake functions requiring the practical application of basic skills and knowledge.  
**OPS2** Undertake a range of functions requiring the practical application of acquired skills and knowledge.

**EXAMPLE ROLES**

Field Officer	Gardener
Health Support Officer	Safety Instructor
Maintenance Officer	Operational Services Officer
Community Support Worker	

- GENERAL EXPERIENCE**
- ▶ Train, lead and supervise a team of approximately 10 soldiers.
  - ▶ Receive instructions from superiors, before planning priorities, resources and subordinates' work responsibilities to achieve work goals.
  - ▶ Break down and clearly communicate complex instructions to subordinates.
  - ▶ Make quick and logical decisions and be accountable for such actions.

**ARMY** Corporal

**NAVY** Leading Seaman

**AIR FORCE** Corporal

## EQUIVALENT STREAM WORK LEVEL

### AS02 to 3



**JOB STREAM**

Administrative services



**LEVEL CHARACTERISTICS**

**AS02** Knowledge of established work practices and procedures and can perform a discrete group of activities on an individual basis.

**AS03** Broad knowledge of the agency's functions and activities. Has responsibility for one or more minor functions and is required to exercise initiative and judgement.



**EXAMPLE ROLES**

Service Desk Officer	Employee Services Officer
Peer Support Group Facilitator	Claims Management Administrator

### OPS2



**JOB STREAM**

Operational services



**LEVEL CHARACTERISTICS**

**OPS2** Undertake a range of functions requiring the practical application of acquired skills and knowledge.



**EXAMPLE ROLES**

Gardener	Health Support Officer
Safety Instructor	Maintenance Officer
Operational Services Officer	Community Support Worker

- GENERAL EXPERIENCE**
- Train, lead and supervise up to 30 soldiers. These ranks mentor and develop subordinate staff, and oversee their administrative needs.
  - As a member of a junior management team, these ranks receive instructions from superiors, then plan priorities, resources and subordinates' work responsibilities accordingly.
  - Break down and clearly communicate complex instructions to subordinates.

**ARMY** Sergeant Staff Sergeant

**NAVY** Petty Officer

**AIR FORCE** Sergeant

**EQUIVALENT STREAM WORK LEVEL**

**AS03 to 4**



**JOB STREAM**

- Administrative services
- Professional services



**LEVEL CHARACTERISTICS**

**AS02** Knowledge of established work practices and procedures and can perform a discrete group of activities on an individual basis.

**AS03** Broad knowledge of the agency's functions and activities. Responsibility for one or more minor functions and is required to exercise initiative and judgement.

**AS04** Knowledge of agency programs, policies and activities. Responsibility for a range of functions within an agency and exercise a degree of autonomy in the discharge of duties.



**EXAMPLE ROLES**

Members Services Officer	Human Resources Support Officer
Employee Services Officer	Court Officer
Administration Officer	Communications Officer
Business Support Officer	Claims Management Officer

**OPS3**



**JOB STREAM**

- Operational services
- Professional services



**LEVEL CHARACTERISTICS**

**OPS3** First level of supervision (small work group). Subject to general direction and undertake a range of functions requiring the practical application of a high level of skills and knowledge.



**EXAMPLE ROLES**

Senior Agriculture Officer	Community Corrections Officer
Child and Youth Support Worker	Senior Dental Assistant

- GENERAL EXPERIENCE**
- Train, build morale and supervise up to 600 soldiers. These ranks mentor and develop subordinate staff, oversee their administrative needs and provide counselling duties.
  - As a member of a middle management team, these ranks receive instructions from superiors, then plan priorities, resources and subordinates' work responsibilities accordingly.
  - Highly independent, logical thinkers that enforce high standards of general conduct and achievement of work goals.
  - Exceptional ability to communicate complex instructions with clarity and confidence, and to large audiences.

**ARMY** Warrant Officer Class 2                      Warrant Officer Class 1

**NAVY** Chief Petty Officer                              Warrant Officer

**AIR FORCE** Flight Sergeant                              Warrant Officer

**EQUIVALENT STREAM WORK LEVEL**

**AS04 to 5**

 **JOB STREAM**  
 Administrative services  
 Professional services

 **LEVEL CHARACTERISTICS**  
**AS04** Knowledge of agency programs, policies and activities. Responsible for a range of functions within an agency and/or undertake minor projects. Exercise a degree of autonomy in the discharge of duties.

**AS05** Discipline knowledge gained through experience, training or education. Responsible for consulting and negotiating on matters of significance within the agency, contributing to the development of new techniques and methodologies and providing advice on matters with some complexity within the discipline(s).

 **EXAMPLE ROLES**

Members Services Officer	Executive Assistant
Executive Project Officer	Senior Contracts Administrator
Communications Advisor	Governance and Assurance Officer
Risk and Compliance Officer	Training Capability Coordinator
Project Assurance Officer	

**OPS4**

 **JOB STREAM**  
 Operational services  
 Professional services

 **LEVEL CHARACTERISTICS**  
**OPS4** Second level of supervision (large work group). Subject to general direction and undertake a range of functions requiring the application of a very high level of skills and knowledge.

 **EXAMPLE ROLES**  
 Community Corrections Officer                      Senior Ranger

- GENERAL EXPERIENCE**
- Receive instructions from superiors, then plan priorities, co-ordinate resources and determine work responsibilities for up to 120 soldiers.
  - Responsible for the maintenance and security of equipment and stores that may exceed millions of dollars in value.
  - Mentor, counsel and support the development and career progression of subordinates.
  - Take responsibility for the actions and performance of their team; show initiative and self-reliance.
  - Confident speaking and writing skills with a variety of senior and subordinate audiences.

<b>ARMY</b>	Second Lieutenant	Lieutenant
<b>NAVY</b>	Acting Sub-Lieutenant	Sub-Lieutenant
<b>AIR FORCE</b>	Pilot Officer	Flying Officer

**EQUIVALENT STREAM WORK LEVEL**

**AS04 to 6**



**JOB STREAM**

- Administrative services
- Professional services
- Technical services



**LEVEL CHARACTERISTICS**

**AS04** Knowledge of agency programs, policies and activities. Responsible for a range of functions within an agency, undertake minor projects and exercise a degree of autonomy in the discharge of duties.

**AS05** Discipline knowledge gained through experience, training or education. Responsible for consulting and negotiating on matters of significance within the agency, contributing to the development of new techniques and methodologies and providing advice on complex matters.



**EXAMPLE ROLES**

Members Services Officer	Executive Assistant
Executive Project Officer	Senior Contracts Administrator
Communications Advisor	Governance and Assurance Officer
Risk and Compliance Officer	Training Capability Coordinator
Project Assurance Officer	

**OPS4**



**JOB STREAM**

- Operational services
- Professional services
- Technical services



**LEVEL CHARACTERISTICS**

**OPS4** Second level of supervision (large work group). Subject to general direction and undertake a range of functions requiring the application of a very high level of skills and knowledge.



**EXAMPLE ROLES**

Community Corrections Officer	Senior Ranger
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- GENERAL EXPERIENCE**
- Advanced writing and liaison skills, while applying comprehensive planning and problem-solving.
  - Receive instructions from superiors, then plan priorities, co-ordinate resources and determine work responsibilities for up to 120 soldiers.
  - Responsible for overall operational effectiveness of up to 400 staff in business units.
  - Senior leadership roles in areas like Personnel and Operations.
  - Take responsibility for the actions and performance of their team; show initiative and self-reliance.
  - Confident speaking and writing skills with a variety of senior and subordinate audiences.

**ARMY** Captain

**NAVY** Lieutenant

**AIR FORCE** Flight Lieutenant

**EQUIVALENT STREAM WORK LEVEL**

**AS05 to 6**



**JOB STREAM**  
Administrative services



**LEVEL CHARACTERISTICS**  
**AS05** Discipline knowledge gained through experience, training or education. Responsible for consulting and negotiating on matters of significance within the agency, contributing to the development of new techniques and methodologies and providing advice on complex matters.

**AS06** General knowledge of government policy and agency procedures. Responsible for reviewing operations, providing advice on policy matters and developing, implementing and evaluating significant work programs.



**EXAMPLE ROLES**

Manager	Senior Advisor
Training Capability Coordinator	Project Assurance Officer
Senior Communications Adviser	Business Systems Advisor
Senior Engagement Officer	Internal Auditor
Team Leader	

**OPS5**



**JOB STREAM**  
Operational services



**LEVEL CHARACTERISTICS**  
**OPS5** First level of operational management. Subject to limited direction and exercise responsibility for a large work program in an agency or apply a very high level of practical skills.



**EXAMPLE ROLES**

Senior Coordinator	Senior Compliance Officer
Senior Project Officer	Senior Technician

**MAS1**



**JOB STREAM**  
Management administrative services



**LEVEL CHARACTERISTICS**  
**MAS1** High degree of discipline knowledge. May be required to manage a small to medium sized branch, unit or major agency function



**EXAMPLE ROLES**

Program Manager	Business Manager
Education Manager	

- GENERAL EXPERIENCE**
- Advanced writing and liaison skills, while applying comprehensive planning and problem solving.
  - Receive instructions from superiors, then plan priorities, co-ordinate resources and determine work responsibilities for up to 120 soldiers.
  - Responsible for overall operational effectiveness of up to 400 staff in business units.
  - Senior leadership roles in areas like Personnel and Operations.
  - Take responsibility for the actions and performance of their team; show initiative and self-reliance.
  - Confident speaking and writing skills with a variety of senior and subordinate audiences.

**ARMY** Major

**NAVY** Lieutenant Commander

**AIR FORCE** Squadron Leader

**EQUIVALENT STREAM WORK LEVEL**

**AS06 to 7**

 **JOB STREAM**  
Administrative services

 **LEVEL CHARACTERISTICS**  
**AS06** General knowledge of government policy and agency procedures. Responsible for reviewing operations, providing advice on policy matters and developing, implementing and evaluating significant work programs.

**AS07** Detailed knowledge of government policy, agency procedures and practices. Responsible for administering complex policy matters, implementing on-going plans and formulating agency programs.

 **EXAMPLE ROLES**

Program Leader	Principal Policy Officer
Divisional Manager	Principal Consultant
Senior Data Analyst	Senior Policy Officer

**OPS5 to 6**

 **JOB STREAM**  
Operational services

 **LEVEL CHARACTERISTICS**  
**OPS5** First level of operational management. Subject to limited direction and exercise responsibility for a large work program in an agency or apply a very high level of practical skills.

**OPS6** Second level of operational management. Subject to limited direction and exercise managerial responsibility for a very large work program or operation in an agency.

 **EXAMPLE ROLES**

Senior Coordinator	Senior Compliance Officer
Senior Project Officer	Senior Technician
Operations Specialist	Operations Manager

**MAS1**

 **JOB STREAM**  
Management administrative services

 **LEVEL CHARACTERISTICS**  
**MAS1** High degree of discipline knowledge. May be required to manage a small to medium sized branch, unit or major agency function

 **EXAMPLE ROLES**

Program Manager	Business Manager
Education Manager	

- GENERAL EXPERIENCE**
- Advanced writing and liaison skills in a government setting, while applying comprehensive planning and problem-solving skills.
  - Responsible for personnel welfare, general morale, administration and equipment maintenance for up to 120 and 650 officers and soldiers respectively.
  - Responsible for overall operational effectiveness of 400-600 staff in business units.
  - Senior leadership roles at headquarters (HQ) in areas like Personnel and Operations, and high-level operational advisory roles at HQ.
  - Broad range of executive experience in managing the equivalent of a small company to a large corporation.

<b>ARMY</b>	Lieutenant Colonel	Colonel	Brigadier
<b>NAVY</b>	Commander	Captain	Commodore
<b>AIR FORCE</b>	Wing Commander	Group Captain	Air Commodore

**EQUIVALENT STREAM WORK LEVEL**

**AS07 to 8**



**JOB STREAM**  
Administrative services



**LEVEL CHARACTERISTICS**

**AS07** Detailed knowledge of government policy, agency procedures and practices. Responsible for administering complex policy matters, implementing ongoing plans and formulating agency programs.

**AS08** Detailed knowledge of government policies and procedures. Responsible for service wide functions, management of significant resources, complex project work and formulating policies and plans for staff and organisational development.



**EXAMPLE ROLES**

Program Leader	Principal Policy Officer
Divisional Manager	Principal Consultant
Senior Data Analyst	Senior Policy Officer
Principal Project Manager	Manager Contracts
Principal Manager	Senior Manager
Portfolio Lead	Manager

**SAES - Level 1**



**JOB STREAM**  
Executive service



**LEVEL CHARACTERISTICS**

**SAES Level 1** First level of executive. Anticipates and plans for future events, problems and opportunities and builds an effective, sustainable and high performing organisation through leadership.

**OPS6 to 7**



**JOB STREAM**  
Operational services



**LEVEL CHARACTERISTICS**

**OPS6** Second level of operational management. Subject to limited direction and exercises managerial responsibility for a very large work program or operation in an agency.

**OPS7** Third level of operational management. Subject to limited direction and exercises managerial responsibility for a major work program or operation in an agency.



**EXAMPLE ROLES**

Operations Specialist	Operations Manager
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**MAS2 to 3**



**JOB STREAM**  
Management administrative services



**LEVEL CHARACTERISTICS**

**MAS2** High degree of discipline knowledge. Required to manage a large sized branch or unit encompassing a major agency function or a series of major agency functions.

**MAS3** Requires original thinking, creativity and the exercise of delegated authority. Responsible for managing a very large-scale operation or a function of critical importance to the agency and service.



**EXAMPLE ROLES**

Program Manager	Business Manager
Education Manager	

- GENERAL EXPERIENCE**
- Principal responsibility for converting government policy into strategic and adequately resourced military campaigns.
  - Management of high-level strategic relationships and influencing policy and decision-making at the whole-of-government level.
  - Principal responsibility for strategic workforce decision-making for the entire ADF.
  - Command up to 5000 officers and soldiers.
  - Senior leadership roles at headquarters (HQ) in areas like Personnel and Operations, and high-level operational advisory roles at HQ.
  - Broad range of executive experience in managing the equivalent of a large corporation.

<b>ARMY</b>	Major General	Lieutenant General	General	Field Marshal
<b>NAVY</b>	Rear Admiral	Vice Admiral	Admiral	Admiral of the Fleet
<b>AIR FORCE</b>	Air Vice-Marshal	Air Marshal	Air Chief Marshal	Marshal of the Royal Australian Air Force

**EQUIVALENT STREAM WORK LEVEL**

**SAES - Level 1**



**JOB STREAM**  
Executive service



**LEVEL CHARACTERISTICS**  
**SAES - Level 1** First level of executive. Anticipates and plans for future events, problems and opportunities and builds an effective, sustainable and high-performing organisation through leadership.



**EXAMPLE ROLES**

General Manager	Director
Executive Director	

**SAES - Level 2**



**JOB STREAM**  
Executive service



**LEVEL CHARACTERISTICS**  
**SAES - Level 2** Second level of executive. Develops vision based on the broader public sector direction including state and national policy. Positions the organisation for future success by identifying opportunities and developing or improving products or services.



**EXAMPLE ROLES**

General Manager	Director
Executive Director	

# USEFUL RESOURCES

## Veterans SA

<https://veteranssa.sa.gov.au>

## Australian Government Department of Defence: Defence Leadership Framework

<https://www.defence.gov.au/publications/docs/DLFBooklet.pdf>

## South Australian Modern Public Sector Enterprise Agreement: Salaried 2017

<http://www.saet.sa.gov.au/awards-agreements-and-registers/enterprise-agreements/>

Navigate to SA Public Sector Government and select the relevant Enterprise Agreement link.

## Commissioner for Public Sector Employment Determinations

<https://www.publicsector.sa.gov.au/hr-and-policy-support/Determinations,-Premiers-Directions-and-Guidelines/Determinations>

## ACKNOWLEDGEMENTS

The Military Rank to Grade Guide was developed by Veterans SA in consultation with the Office of the Commissioner for Public Sector Employment and the New South Wales Office of Veterans Affairs.