



Purpose

The purpose of this document is to detail the competency elements that make up the staff skills matrix.

Scope

This document describes the competency elements that make up the skills matrix. The procedure for assessing a staff member against the skill matrix is described in BLD-17.2-PROC, Consent assessment and task allocation.

References

BLD-17.2-PROC, Consent assessment and task allocation

BLD-17.3-POL, Skills matrix

BLD-67.2-PROC, Contractors and suppliers

BLD-75.0-POL, Contractor competency

Overview

All the roles within the building team that require an incumbent to understand/translate or use technical information have been identified. A generic list of competencies required for the team has also been developed relying heavily on the competency items detailed in the BOINZ licensing self-assessment form.

Each role has then been evaluated by the building management team against that generic competency list and a required competency level (high medium low) for each competency element has been determined. Refer to BLD-17.3-POL, and BLD-75.0-POL for exceptions.

Each staff member/internal contractor shall be assessed against this competency list. This skills matrix:

- Shows the individual officers competencies together with their role requirements
- Specifies any competency gap for that particular role and any other role they may aspire to in the future
- Establishes a platform for determining the respective officers consent competency level.

Refer to BLD-67.2-PROC, Contractors and suppliers.

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