# Broad Benchmarking of Roles Tool and how to use it

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| This tool is designed to be downloaded from the website and completed on your own device. The tool can also be printed to A3 paper, or to print to A4 paper you will need to save the tool as a PDF first and then print. |

This tool is to support team leaders and managers to identify the required level/s in the [Family Violence Entry-to-Expert Capability Framework (E2E)](https://tepunaaonui.govt.nz/assets/Workforce-Frameworks/Entry-to-Expert-FV-Workforce-Capability-Frameworks-Jan-2023.pdf) that workers need to be aiming for, based on the role of the worker within the family violence system. It includes templates for four types of workplaces.

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| **You have selected Workforce Four:**  Organisations whose primary focus is not family violence intervention, but they are responsible for developing policy, training and/or initiatives that relate to family violence. |

This template describes roles in the family violence system based on the likelihood of contact and the required level of response for people needing help, whether that’s a person impacted by violence or a person who uses violence. There is a column for team leaders and managers to list job titles and the **Level Required** column that has been prepopulated with coloured boxes to confirm which level workers should be achieving. There is an example template for your information and support.

### Achieving the Levels

Each Level requires you to complete every previous level up to that point.

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| **To achieve** | **Level/s to complete** |
| Essential Level | Essential Level |
| Entry Level | Essential Level and Entry Level |
| Enhanced Level | Essential Level, Entry Level and Enhanced Level |
| Expert Level | Essential Level, Entry Level, Enhanced Level and Expert Level |

### Knowledge and Skills (K/S)

The Entry, Enhanced and Expert level capabilities have been separated into knowledge and skills. Depending on people’s roles, there may be capabilities that describe skills that are not required by all. The Planning and Tracking Completion of Capabilities Tool provides the details of the capabilities, knowledge and skills.

### How to use this tool

* How to use this tool
* Look at the job descriptions and contracts for your staff and consider their daily tasks and responsibilities, then decide which role in the system best describes their day-to-day mahi. Descriptions of roles in the system change depending on which template is used. If needed, discuss with workers to clarify.
* Use the example template for support.
* Add **job titles** according to worker’s role in the system.
* Once completed, the coloured boxes on this tool can be used on the **Planning and Tracking Completion of Capabilities Tool (link)**, which provides workers with their individual plans and a process to track progress.

# For reference only

### Example – Workplace Four

Organisations whose primary focus is **not** family violence intervention, but they are responsible for developing policy, training and/or initiatives that relate to family violence (for example, Te Puna Aonui, government policy teams, training providers).

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|  | | **LEVEL REQUIRED** | | | | | | |
| **Role in the system** | **Job titles** | **Essential** | **Entry** | | **Enhanced** | | **Expert** | |
|  | **K** | **S** | **K** | **S** | **K** | **S** |
| Worker will rarely, if ever, be required to respond to issues, undertake engagement or develop related training that impacts someone experiencing violence or someone who uses violence, and their role requires them to seek support from appropriate colleague, respond and refer. | * Administrators |  |  |  |  |  |  |  |
| Worker will regularly be required to respond to issues, undertake engagement and/or deliver related training that will impact someone experiencing violence or someone who uses violence. | * Senior Policy Advisors * Principal Policy Advisors * Corelating trainers, eg, drug and alcohol, mental health |  |  |  |  |  |  |  |
| Worker provides specialist family violence responses and advice and/or delivers family violence training. | * Specialist SME’s responding to family violence enquiries * Family violence trainers * Family violence provider auditors * Family violence provider contractors |  |  |  |  |  |  |  |
| Manager, team leader or supervisor who support staff responding to issues, undertaking engagement and/or delivering family violence training. | * Family violence team managers * Supervisors |  |  |  |  |  |  |  |

# Workplace Four

Organisations whose primary focus is **not** family violence intervention, but they are responsible for developing policy, training and/or initiatives that relate to family violence.

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|  | | **LEVEL REQUIRED** | | | | | | |
| **Role in the system** | **Job titles** | **Essential** | **Entry** | | **Enhanced** | | **Expert** | |
|  | **K** | **S** | **K** | **S** | **K** | **S** |
| Worker will rarely, if ever, be required to respond to issues, undertake engagement or develop related training that impacts someone experiencing violence or someone using violence and their role requires them to seek support from appropriate colleague, respond and refer. |  |  |  |  |  |  |  |  |
| Worker will regularly be required to respond to issues, undertake engagement and/or deliver related training that will impact someone experiencing violence or someone using violence. |  |  |  |  |  |  |  |  |
| Worker provides specialist family violence responses and advice and/or delivers family violence training. |  |  |  |  |  |  |  |  |
| Manager, team leader or supervisor who support staff responding to issues, undertaking engagement and/or delivering family violence training. |  |  |  |  |  |  |  |  |