



Mapping to the Framework

APS Job Family Framework



Why map to the Job Family Framework?

By using the Framework to segment the workforce, agencies can expect to gain benefits. Segmenting the workforce enables your agency to:

- understand your workforce profile
- understand the type of work undertaken
- benchmark against the other APS agencies, the labour market and broader Australian economy
- identify critical segments and roles
- identify key workforce risks and challenges
- anticipate future workforce demand and supply challenges.

The Australian Public Service Commission uses this data to analyse the APS workforce and understand critical workforce risks.



How do I map to the Framework?

It is recommended that agencies follow these steps to ensure data accuracy and quality.



Step 1: Ensure establishment management data is up-to-date.

This provides an accurate base for mapping to the Framework.



Step 2: Review the data and consider best matches.

For “first time mapping” it is recommended to review the structure of the Framework first then the roles by job family to gain an understanding of available roles. For agencies seeking to update their mapping, it is recommended to review the change log.



Step 3: Consider additional sources of information.

Where it is unclear what tasks the role undertakes, seek clarity from position descriptions, job statements or other related documentation.



Step 4: Validate with business lines

It is important to undertake this step as a final verification activity rather than the first step. The Framework is not designed to align with functional areas in the organisation and does not represent every role in the APS.



Step 5: Develop a plan for ongoing maintenance.

It is recommended that job family data should be reviewed when:

- creating new roles/positions
- adjusting position information
- redesigning roles
- planning large-scale change (e.g. transformation initiatives)
- preparing for APSED reporting.



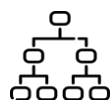
What if the role doesn't exist in the Framework?

The Framework is designed to be a 'one-size-fits-most' tool. Agencies should map their roles to the closest equivalent role in the Framework.

Where there is no equivalent role in the Framework to map to, agencies can consider the following options:



Map to the next closest equivalent role



Map to a higher level (job function or job family)



Submit a change request for new role

Note: Mapped roles may not align with organisational functions as the Framework is task based.

Agencies that require greater granularity in their roles such as specialisations can utilise additional fields in their Human Resource Information System (HRIS) to record these roles.



Where can I get help for mapping?

The [GovTeams Community of Practice for Workforce Planning](#) provides additional support for practitioners. On this platform, practitioners can access resources as well as use the MS Teams chat function to seek advice from others.

The APS Centre of Excellence for Workforce Planning also provides peer reviews and advice. Contact us on apswfp@apsc.gov.au

For more information, see our other fact sheets:

Job Family Framework Reporting

Job Family Framework 2025 Strategic Review