

MAPPING GUIDE

Based on working with the OFO, the following 5 key mapping criteria were developed:

1. Sufficient quality primary data in the form of job descriptions is required. A purpose that expresses the core focus of the job and primary tasks, duties and responsibilities required. Too much information can be misleading but a lack of detail can and often does lead to inconsiderate and inaccurate mapping.
2. An understanding of the logic, structure and content of the OFO needs to be developed. This needs to be developed horizontally in terms of occupational groupings or families (for instance IT) and vertically (IT professionals).
3. The interlinked value creation process of the sector, sub-sector or industry needs to be understood. The location of and contribution to this process by occupational groupings and individual occupations should be understood—even if only at a cursory level but preferably in as much detail as possible. This process is called occupational contextual and value chain embedding.
4. Mappers (or occupational cartographers) should not map in an ad hoc fashion but in as structured a way as possible. For example: IT managers are mapped for a sub-sector, then IT professionals and finally the IT technicians and associate professionals for the sub-sector in question. This also facilitates the development of a dual understanding of the OFO and job descriptions.
5. Matching tasks, duties and responsibilities from job descriptions to tasks at unit level on the OFO is necessary but insufficient. Utilising the job purpose, qualifications and experience as and when required, and input from experts and/or professional and occupational bodies is also required. If the job being mapped is more static and less complex (such as a lawyer practicing as a lawyer as opposed to a lawyer dealing with compliance in banking) and if the job description is clear, concise and contains sufficient detail then the job purpose will still be required but the other measures not necessarily. As a rule, the more complexity, ambiguity and change over time in terms of an occupation the more there is a need for rigorous triangulation and the use of additional data.

Finally, the mapping of a job to an occupation takes place on a continuum and does not operate on a binary basis of match or no match. The aim is to find the best possible match primarily at the level of tasks. If there is less than 50% of a match in terms of tasks and more than one or two employers indicate that they have the same occupation, it indicates a need to begin the process of adding or updating the OFO. The occupation should still be mapped but flagged for further investigation and consultation with relevant parties.

OFO MAPPING APPROACH / METHODOLOGY

