

[insert organisation name/logo]

## Position Description Template

**Job Title:** [insert job title]

**Responsible to:** [insert supervisor's title]

**Location:** [insert location]

**Classification:** [Classified as Level [insert level] under the [insert Award]

**Status:** [full time] [part time] [casual]

**Performance Review Period:** [insert review period]

### About the organisation

[Insert short paragraph which describes the organisation and its purpose]

### Values

All employees are expected to reflect, by behaving in alignment with, the values of [insert organisation name], which are:  
[list values]

### Background

[insert short paragraph which describes the context of this position and how it contributes to the objectives of the organisation]

### Purpose of the Position

[insert short paragraph which describes the overall purpose of this position]

### Key Tasks & Responsibilities

[list key tasks & responsibilities for the position]

## Inherent duties of the role

[list inherent duties of the role]

## Key Competencies (Selection Criteria)

- Demonstrated experience in [list experience]
- Demonstrated skills and ability in [list skills and abilities]
- Understanding of [list knowledge]
- Qualifications [insert qualifications]
- Current [insert class] driver's licence

[insert types of] screening checks will be carried out prior to commencement of employment.

## Relationships

**With:**

**Purpose**

- |                               |  |
|-------------------------------|--|
| 1. [insert title of position] | [insert short statement about the purpose of the interaction with this position] |
| 2. [insert title of position] | [insert short statement about the purpose of the interaction with this position] |
| 3. [insert title of position] | [insert short statement about the purpose of the interaction with this position] |

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reference:** *This is adapted from the NADA Template Position Description.*

[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)