**POSITION DESCRIPTION TEMPLATE**

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| **1. POSITION IDENTIFICATION** |

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| **Title** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Functional Area** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reports to** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Salary** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Employment Status** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **2. POSITION OBJECTIVE** |

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| **3. COMPETENCIES REQUIRED** |

The following competencies are required for this position:

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| **Communication** |  |
| **Team work** |  |
| **Problem solving** |  |
| **Self Management** |  |
| **Planning and organising** |  |
| **Technology** | * Having a range of IT skills |
| **Learning** | * Managing own learning |
| **Initiative and enterprise** |  |

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| **4. KEY PERFORMANCE OBJECTIVES** | |
| **Outputs** | **Key Performance Indicator** |
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| **5. PERSON SPECIFICATION**  **QUALIFICATIONS/KNOWLEDGE/EXPERIENCE** |

Qualifications – Desirable:

Knowledge, Skills & Experience (Essential):

Knowledge, Skills & Experience (Desirable):

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| **6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY** |

**ORGANISATIONAL RELATIONSHIPS**

Reports to:

Manages:

Internal Contacts:

External Contacts:

**ORGANISATIONAL AUTHORITY**

Decisions made in the position:

Decisions referred:

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| **7. OCCUPATIONAL HEALTH AND SAFETY** |

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| Employees are responsible and accountable for:   * Compliance with workplace policies and procedures for risk identification, risk assessment and risk control * Active participation in activities associated with the management of workplace health and safety * Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace * Correct utilisation of appropriate personal protective equipment |

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| **8. GENERAL RESPONSIBILITIES** |

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| **ACKNOWLEDGEMENT** |

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

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| Employee: |  | Direct Manager: |  |
| Signature: |  | Signature: |  |
| Prepared by: |  | Date Issued: |  |