[Insert organisation name/logo]

# POSITION DESCRIPTION TEMPLATE

## [INSERT POSITION TITLE]

|  |  |
| --- | --- |
| **About**  **[insert organisation name]** | **[Insert description of the organisation]** |
| **[Insert organisation name] services, programs and activities** | **[Insert description and focus of services, programs and activities]** |
| **Position summary** | The primary function of this position is to **[insert position summary]** |

## POSITION INFORMATION

|  |  |
| --- | --- |
| **Position title** |  |
| **Date of this position description** |  |
| **Position type**  *For example, Monday to Friday - Full time 38 hrs. per week* |  |
| **Location** |  |
| **Salary** |  |
| **Reporting relationships** |  |
| **Other working relationships** |  |
| **Key result area** |  |

|  |  |  |
| --- | --- | --- |
| **Function area** | **Key tasks** | **Performance indicators** |
| **[Insert function area, for example Work, health and Safety]** | * **[insert key tasks, for example identify, lead and participate in work health and safety activities]** | * **[insert performance indicators, for example contribute to a safe work environment and culture]** |
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|  |  |  |

## SKILLS AND EXPERIENCE REQUIRED (SELECTION CRITERIA)

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| --- |
| **Essential** |
| **[Insert skills and experience required to perform the duties of the roles, for example Ability to liaise with staff, stakeholders and clients in a friendly and professional manner, and sustain working relationships]** |
| **Desirable** |
| **[Insert the desirable skills and experience that your organisation might like to see for the role, for example ability to speak in a community language]** |

## VERIFICATION

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| --- |
| We have read this position description and are satisfied it accurately describes the position and agree to the position description. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position holder** | | | | |
| **Name** |  | | | |
| **Signature** |  | | **Date** |  |
| **CEO/ Manager** | | | | |
| **Name** |  | | | |
| **Signature** |  | **Date** | |  |