

POSITION DESCRIPTION TEMPLATE

Position Title	<i>Formal Position Title</i>
Position Type	<i>Full time/Part time/Casual/Volunteer</i>
Responsible to	<i>Who the role reports to</i>
Location	<i>Where the role will take place</i>
Hours and Duration	<i>How many hours the role will be and how long the role will go for</i>

DESCRIPTION OF ROLE/PURPOSE OF PROJECT OR ASSIGNMENT

Provide an overview of the role and how it contributes to the vision/mission/strategic goals of the organisation.

DUTIES

Provide a list of the responsibilities and duties of the role. List duties in order of importance. Only include five-ten duties. Use complete sentences. Use plain English and avoid jargon. Start sentences with verbs. Use the present tense. Use gender neutral language. Use language that is inclusive of people from all backgrounds and of all abilities.

OUTCOMES/GOALS

State the outcome or goal of the role/project.

TRAINING AND SUPPORT PLAN

What training or support will be provided for the person undertaking the role?

BENEFITS

Include the benefits the staff member will receive whilst employed/volunteering with the organisation.

SELECTION CRITERIA

List the qualifications/experience necessary for the role.

The list may include:

Education requirements/tertiary background, qualifications, experience, specific skills, personal characteristics, background checking requirements, licenses, other requisite abilities. Ensure you use non-discriminatory language and comply with all relevant legislation.

COMPETENCIES

Three-five core competencies required to undertake the role.