

REQUESTING OFFICERS DETAILS	
Name	
Position Title	
Department	
Branch	
Date Completed	

Please complete the correct table below depending on whether you are requesting a “NEW” or changes to an “EXISTING” position description

NEW - POSITION DESCRIPTION DETAILS			
Request type	<input type="checkbox"/> New Position Description for a new position		
Position title			
Proposed Level			
Proposed Department		Proposed Branch	
Proposed Section		Proposed Team/Crew (field worker position only)	
Position Reports to <i>Name / Position Title</i>			

EXISTING - POSITION DESCRIPTION DETAILS			
Request type	<input type="checkbox"/> Updating an existing Position Description		
Current Position title			
Change to Position title (if required)			
Current Level		Proposed level (if required)	
Current Department		Current Branch	
Current Section		Current Team/Crew (field worker position only)	
Position Reports to <i>Name / Position Title</i>			
If updating an existing PD what is the Status of the position	<input type="checkbox"/> Vacant <input type="checkbox"/> Occupied <i>*if this is an existing position that is being updated please provide the information below</i>		

Please justify why changes are required to be made to this existing position description:

Background *(if relevant)*

Position Description Questions

**For both new positions and modifications to existing Position Descriptions please complete the below:*

1. MAJOR ACCOUNTABILITIES

State in order of importance at least six major accountabilities for the position. These should be the major areas of work performed. For each accountability, please indicate what is achieved and why. Remember to include any important activities you may only do at certain times of the year.

Example: What is done – respond to media inquiries for information and interview

#	Accountabilities (Work performed)	Explain what the position is directly involved in, and what your team is involved in (and what the position manages, if relevant)
1		
2		
3		
4		
5		
6		

7		
8		

For existing positions description changes (only) please answer these questions below:

Please indicate any new skills, abilities or knowledge required to perform the revised or additional responsibilities/duties:

Are there any changes to the revised position's responsibilities in relation to budgets, assets, resources or funding? If so, please outline:

Are there any changes to the revised position's management tasks, activities, functions and/or work areas? If so, please detail.

*For both new positions and modifications to existing Position Descriptions please complete the below:

2. ORGANISATIONAL ENVIRONMENT

Please describe the role and objectives of the team/section in which this position works, and the role of this position within the team. Include details of any important features of the position.

Example: The Technical Services Section (TS) provides technical service and support to the whole organisation. Within the TS are three service teams, each responsible for providing responsive and effective services in a different technical area. My position leads the technical services team responsible for information technology support. The IT team has five objectives; ... (etc.). My role is critical as I receive and prioritise work requests, and allocate staff based on their specialist skills.

Roles and Objectives of the team/section

1	
---	--

Role of this position within the team

2	
---	--

2a. DIRECT REPORTS

If this position is responsible for direct reports, please provide the following information:

Title of direct reports	Number of reports
<i>Example: Administration Officer</i>	<i>3</i>
The total number of direct reports for this position:	
	<i>3</i>

3. KEY COMMUNICATIONS

Please identify key positions, committees or organisations that the incumbent must deal/communicate with. Only include those which are critical to the achievement of the role's primary objectives.

Please select which engagements relate to this position	Please provide examples where needed (External – who?)
<input type="checkbox"/> Internal Stakeholders	
<input type="checkbox"/> External Stakeholders	
<input type="checkbox"/> Senior Management within Council	
<input type="checkbox"/> CEO	
<input type="checkbox"/> Mayor and Councillors	

4. DECISION MAKING

Please detail the range of actions or decisions authorised by the revised position in the following circumstances
Indicate where there are policies/guidelines/rules to guide you in your decision making:

Circumstance		Action / Decision
1	Not required to check with Supervisor or Manager	
2	Required to discuss with Supervisor or Manager before decision making	
3	Required to provide information for Supervisor/Manager to approve	

5. QUALIFICATIONS | LICENCES | TICKETS

What qualifications are essential for effective/competent performance in this position? Also, please specify any formal qualification/certification that may be required or equivalent experience.

Mandatory	Absolutely necessary to successfully perform the position
Qualifications or Certificates: <i>(where needed to practice or deliver the outcomes of the role; e.g. engineering, accounting degree or trade certificate)</i>	
Employment Screening Checks: <i>(e.g., criminal records checks or working with children checks)</i>	
Licensing of registration requirements: <i>(where there is a genuine requirement of the role; e.g. Heavy Vehicle licence, construction industry white card)</i>	
Health assessment and fitness requirements: <i>(this will cover all required Immunisations, fit testing, medical assessments etc)</i>	
Desirable	Would like to have, but not essential to performing the position