Role Description

|  |  |
| --- | --- |
| **Role Title:** | string##[Job Title]##[Job Title] |
| **Agreement Classification Level:** | String##[Agreement Classification Level]##[Agreement Classification Level] |
| **Department:** | string##[Department]##[Department] |
| **Work Unit:** | string##[Work Unit]##[Work Unit] |
| **Date Created/Reviewed:** | String##[Date Created or Reviewed]##[Date Created or Reviewed] |
| **Reports To:** | string##[Reporting to Position]##[Reporting to position title] |
| **Level of Accountability**  **(e.g.: Management/Team member/etc.):** | String##[Level of Accountability]##[Level of Accountability (e.g.: Management/Team member/etc.] |

Role purpose

Long##[Purpose of Position]##[insert short paragraph which describes the overall purpose of this position and how it contributes to the goals or function of the business, include the authority level (e.g. manager)]

Accountabilities

Long##[Accountability]##[ Insert specific areas/items of accountability for this role. Note: An ‘accountability’ should link to subsequent tasks that assist in the accountability being met. Bare in mind, the incumbent of a role cannot delegate accountability. The incumbent may delegate elements of responsibility associated with the accountability but they are still accountable for achieving the required outcome.<br/> *Example: Role A is accountable for ensuring the production line operates in a safe and highly efficient manner at all times. <br/>IMPORTANT: roles with managerial accountabilities should, at a minimum, include accountabilities relating to financial/budgetary requirements and the management of the Performance Review Process for their allocated team.*]

Role specific duties and tasks

List##[Responsibilities]##[ Insert the specific duties or tasks that are to be performed by this role.><br/>*Example: (As mentioned above) Role A is accountable for ensuring the production line operates in a safe and highly efficient manner at all times and therefore performs tasks associated with achieving this accountability. A ‘task’ associated with this, would be preform regular checks on the machinery operating the production line or conduct random audits to ensure the employees working on the production line are maintaining the required quality levels.*]

Qualifications

Table##[Academic and Trades Qualifications, 1, Essential, Desirable]##[ Utilise the table below to clearly identify what qualifications are *essential* or *desirable* for the role. Examples are: Bachelor of Business Administration, Trade Qualifications, Training Certificate/s, etc]

|  |  |
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Work experience

List##[Work Experience]##[ Insert a list of what are the minimum work experience requirements.<br/> *Example: must have a minimum of 5 years working within a relevant field*]

Skills and Attributes

List##[Skills and Attributes]##[Insert a list of appropriate skills and attributes.<br/> *Examples: <Br/>Strong verbal and written communication skills<br/>Competent computer skills – all Microsoft applications and …..<br/>Demonstrates attention to detail<br/>High level of competence in managing time*]

I hereby agree that I have been provided with a clear overview of the content, and associated expectations, of the above role description.

Employee’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_