# Job Title Position Description

Position title: Position title

Reporting Manager: Name of Reporting Manager

Location: Location

Position type: Position type

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| **OBJECTIVE** |  | Include a short paragraph which covers the high-level overview of the position and its purpose |
| **RESPONSIBILITIES** | * List 8-10 KEY responsibilities
* What will the position be responsible for on a day to day, week to week basis?
* List any key projects this position will be required to participate in – either leading or participating
 |
| **ATTRIBUTES REQUIRED** | * Skills & competencies
* What should they bring to the position?
* E.g. demonstrated customer service experience in an Logistics environment
* What sort of projects should they have experience in?
* How complex should their people management experience be?
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| **QUALIFICATIONS REQUIRED** | * Academic background – mandatory and advantageous qualifications
* Any ‘bonus’ skill that is not an official requirement, but would greatly benefit the role
 |
| **KEY PERFORMANCE INDICATORS** | * What measurable outcomes should the employee achieve to be ‘successful’ in the position? Don’t just have an activity target (such as making 15 calls per day) as that doesn’t articulate the desired end result. See below example
* E.g. Deliver and implement project xx by xx date
* E.g. Conduct a minimum of 15 sales calls per day, with 30% conversion rate
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| **OCCUPATIONAL** **HEALTH & SAFETY** | Insert extract of your OH&S/WHS policy/statement. For example:* Behave in a way that ensures your safety and the safety of others
* Follow all safety requirements
* Attend fit for work and not under the influence of alcohol or other drugs/substances
* Maintain an understanding of and act in accordance with OHS Policies, procedures and responsibilities
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| **ADDITIONAL NOTES** | This job description represents a summary of the position identified and is not an exhaustive list of all job possibilities required. |
| **COMPANY NAME** **CODE OF CONDUCT (EXTRACT)** | Insert extract of COMPANY Code of Conduct policy – for example:* Act in the best interests of COMPANY NAME at all times
* Promptly report any violation of law, ethical principles or policies
* Carry out all reasonable instructions given to you by your manager
* Apply yourself diligently to work during working hours and do not undertake other activities without the prior approval of your manager
* You must not deliberately or carelessly do anything that will result in poor quality output or which may bring COMPANY NAME into disrepute.
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| **COMPANY NAME** **VISION & VALUES** | INSERT COMPANY VALUES – E.G.Our values underpin everything we do. They define us, and we live them every day.* XX
* XX
* XX
 |
| **PERFORMANCE** **APPRAISAL &** **SALARY REVIEW** | To be completed in conjunction with job description, company values, targets & company performance. All performance & salary reviews will be completed in XX month, or twice yearly. |
| **DOCUMENT** |  | Updated as of DATE |

I have read and understood the expectations of my position and will perform my duties diligently and in good faith at all times.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_