

POSITION DESCRIPTION TEMPLATE

Place on your company letterhead

Role Title	
Role Purpose	<i>In one or two short sentences, describe what the job is expected to accomplish.</i>
Role Dimensions	<i>Statistical dimensions relevant to the role: Dollar dimensions (any budgets/expenditure, value of projects, costs controlled); Personnel dimensions (The number of employees who report directly and indirectly to the role)</i>
Organisation	<i>Include information outlining the organisational structure and vision/ mission</i>
Position Responsibilities	<i>List the most important activities the role must perform to achieve the 'role purpose'.</i>
Background (experience & qualifications)	<i>Typical background required for someone to perform competently the responsibilities of the job; eg type and length of training and experience or formal qualifications.</i>
Behavioural Competencies	<i>What are the competencies the incumbent must display in carrying out the role and how would these be applied to the role. eg: <u>Team Work</u> – using appropriate methods and flexible interpersonal style, actively contribute to a cohesive team; facilitating the completion of team goals.</i>
Generic Skills Required	<i>Skills required to carry out the role eg: presenting; project management; planning; budgeting</i>

Major Challenges of the position	<i>Describe the major challenges or the most difficult types of problems the incumbent would face in performing the role.</i>
Key Working Relationships/ Contacts	<i>List the titles of individuals, departments and organizations with which the role has the most frequent contact. These should include contacts both inside and outside the organization. Briefly describe the nature or purpose of these contacts.</i>
Decision Making Authority	<i>Describe examples of the decisions the incumbent would make in the role: a) without checking with a manager or b)after recommending to manager for approval.</i>
Generic Objectives required in addition to the above	<i>List any significant features of the role that have not been covered elsewhere in this questionnaire.</i>

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____