Position Description (Professional staff)

1. POSITION DETAILS

|  |  |  |
| --- | --- | --- |
| Position title | **INSERT** | |
|  | | |
| Faculty / Office | Insert | |
|  | | |
| Department / Team | Insert | |
|  |
| Classification level  (to be completed by HR) | HEW XX | Date evaluated INSERT |  |
|  | | |

1. POSITION PURPOSE

A succinct one sentence statement describing what the position is fundamentally there to achieve (delete this comment)

To INSERT

1. ORGANISATIONAL CONTEXT

Insert standard text for Faculty/Office and Department/Team (delete this comment)

1. KEY ACCOUNTABILITIES

* Insert 6 – 8 main accountabilities in order of most to least important (delete this comment)
* Insert
* Insert
* Insert
* Insert
* Insert
* Insert
* Insert
* Comply with relevant EEO and WHS regulations
* Perform any other duties as required and appropriate for this classification

1. POSITION CONTEXT

**Reports to:** Position title of manager

**People Management:**

Direct reports to this position: Number/job titles of direct reports to this Position or N/A

Indirect reports to this position:TotalStaff FTEreporting to Direct Reports above or N/A

**Organisational Relationships:**

**Internal:** 3 significant contacts across/within the University

* Insert stakeholder type and purpose of contact
* Insert stakeholder type and purpose of contact
* Insert stakeholder type and purpose of contact

**External:** Up to3 significant contacts outside of the University

* Insert stakeholder type and purpose of contact
* Insert stakeholder type and purpose of contact
* Insert stakeholder type and purpose of contact

**Scope and Autonomy**

To be inserted by HR

**Problem Solving**

To be inserted by HR

**Knowledge, Skills and Experience**Qualifications, education/training, technical and/or professional skills and practical experiences relevant to success in the position

* Insert
* Insert
* Insert

**Other Specific Conditions:**

* EG – Required certifications
* Working with Children Check required OR may be required
* Work hours may vary to accommodate attendance at work-related functions/events