**Sample Position Description Pro Forma**

**POSITION TITLE:**

**CLASSIFICATION LEVEL:**

**DEPARTMENT: LOCATION:**

**REPORTS TO:**

**DATE PREPARED:**

\* The incumbent may be required to operate from any campus within this multi-site Institute.

**VISION & VALUES**

**PRIMARY OBJECTIVES OF THE POSITION**

A statement to describe the purpose and primary function(s) of the position and its context within organisational objectives and structures.

**DUTIES & RESPONSIBILITIES**

Duties and responsibilities can be grouped into Key Function Areas (usually no more than 6), and each KFA is described with a list of key tasks.

Note: The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Specific performance targets will be negotiated as part of the Institute’s regular performance planning and review process.

**ACCOUNTABILITY & EXTENT OF AUTHORITY**

A statement describing:

* The extent of the position’s delegated authority to make or influence decisions that directly affect programs, services and the control of financial, physical or human resources.
* Reporting relationships.
* Specific liaison.

**SKILLS, KNOWLEDGE AND ABILITIES REQUIRED**

**A statement specifying 5-6 Key Selection Criteria that** are critical for effective performance of the position.

**Formal qualifications** (state if mandatory or desirable)

Approved and Agreed

Line Manager: Incumbent:

Date: Date: