|  |  |
| --- | --- |
| **Position Description** | |
| **Position Title:** | |
| **Reports to** (position)**:** | |
| **Location:** | |
| **Name of person in this role** (if applicable)**:** | |
| **Date:** | |
| **Primary Purpose of the Position:** | |
|  | |
| **Specific Accountabilities** | **Performance Measure** |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification** | | | | |
| **Education/Qualifications:** | | | | |
| **Essential** | | **Desirable** | | |
| **Skills/Knowledge:** | | | | |
| **Essential** | | **Desirable** | | |
| **Attributes** | | | | |
| **Essential** | | **Desirable** | | |
| **Business Contacts** | | | | |
| **External** | | **Internal** | | |
| **Supervisor’s Declaration** | | | | |
| I verify that the above is an accurate reflection of the position at the current time. | | | | |
| **Supervisor’s name:** |  | | | |
| **Signature:** |  | | **Date:** |  |
| I agree that the above accurately reflects my understanding of the position at the current time. | | | | |
| **Name of person in role:** |  | | | |
| **Signature of  person in role:** |  | | **Date:** |  |