

Job description template

Job title: (insert job title here)

Reporting to: (insert supervisor's title here)

Salary: (insert salary per hour/annum or total package including base salary, superannuation, commissions or benefits here)

Hours: (insert average number of hours per week or type of employment such as casual, full-time here)

Location: (insert location of the position and any travel required)

Purpose of the position (insert short paragraph which describes the overall purpose of this position and how it contributes to the goals or function of the business, include the authority level (e.g. manager or support staff) here)

Key responsibilities & duties

(insert the main responsibilities and duties of the position here. Then list the skills or competencies which the candidate will need in order to complete those duties. It's also worth thinking about how important each duty/competency is e.g. how much of the job will be spent on each duty and is it a must have competency or can you train someone to do it?)

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
e.g. Respond to enquiries – over the phone and face-to-face from the staff and public	70%	Communication skills including conflict resolution and friendly manner	Must have

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Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
e.g. Miscellaneous admin duties and support business team	20%	Good organisational skills and attention to detail Team orientated approach	Must have
e.g. Data entry	10%	Excel database skills	Optional

Academic or trade qualifications

(insert list of desired academic and trades qualifications here, e.g. Certificate in Office Administration. If none are necessary state this as it could increase the number of applicants for the job.)

Work experience and skills

(insert list of work experience and skills needed to perform the job here, e.g. general administration/ reception experience)

Manager Signature:

Date: