



Position description

[Position title here]

Position number	xxxxxxx
Department/Unit	xxxxxxx
Faculty/Division	xxxxxxx
Classification (salary rates)	Academic/professional level
Employment type	Full time (1.0) or part time fraction (eg. 0.6)
Work location	
Date document created or updated	dd/mm/yyyy

Position purpose

In this section, prepare a short statement (2–3 sentences) explaining the primary purpose of the position, key components and broad accountabilities. This section helps place the duties and key selection criteria in the context in which it operates: where it fits, its scope and impact on the University, and the level of decision making inherent in the role. Include the following information:

- **Reporting line:** The position reports to [title of the person this position reports to] (All positions should have one primary reporting relationship and not multiple reporting lines.)
- **Supervisory responsibilities** [Include the number of direct reports to the position (if any).]
- **Financial delegation and/or budget responsibilities** including value of assets managed.

Organisational context

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,400 full time equivalent staff. Almost 3,500 of these staff members are academic staff.

Faculty: [Provide a brief overview of the faculty/division/department and the organisational work unit including, a description of the unit's key objectives in 1–2 paragraphs. Insert a link to your faculty/division/ department web site for further information.]

[Insert a current organisational chart here. The organisation chart should show where the position sits, the position that it reports to, the number of direct reports, related work functions within the unit and detail HEW/academic levels for all positions. Exclude names.]

Key result areas and responsibility

[This section describes the **major** outputs for which the position is responsible listed in order of importance. List 4 or 5 (maximum of 8 for senior roles) key result areas (ie. major areas of the position's work), with up to 4 key responsibilities (which should commence with an action verb eg liaise, coordinate, manage, teach, undertake research) in each key result area].

The key result areas and key responsibilities are not an exhaustive task list of all activities performed or a description of how the work is to be performed. That information will be in the individual's performance plan. Where a position is to be advertised over more than one level, include separate key result areas and responsibility sections for each level, or provide a separate PD for each level.

Key selection criteria

[This section lists the minimum requirements (ie. the inputs) needed for the occupant to perform the duties of the position successfully. List the key qualifications, skills, knowledge, abilities and attributes required. Do not over-prescribe the requirements or describe the skills/abilities of the current/most recent incumbent or design the key selection criterion (KSC) to attract or promote a particular individual.

Begin each KSC with an adjective (eg. good, highly developed, extensive), number and list in order of priority (not an exhaustive list – aim for 5 to 6, with 8 or 9 maximum).

Key selection criteria can be identified using the following categories:

- Essential criteria (must have – including formal qualifications)
- Desirable criteria (advantageous to have)]

Note: The KSC, particularly formal qualification, must be consistent with the qualification and experience requirements of the Professional Staff Classification Descriptors or the Academic Position Standards for the relevant HEW or academic level. Mandatory qualifications (eg. for legal positions) should be stated first in the KSC.

Where a position is to be advertised over more than one level, include separate key selection criteria sections for each level, or provide a separate PD for each level.

Other job related information

[Provide additional information on any unusual demands or advantages related to the position, important information that a potential applicant needs to know prior to applying. This information could include:

- Travel (eg. to other campuses of the University)
- Shift work, overtime and out of hours work (including evenings, weekends and public holidays)
- On-call (including rostered on-call requirements)
- Peak periods of work during which the taking of leave may be restricted
- Possession of a current Victorian driver's license

Note: Do not list other duties or KSC requirements in this section.]

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Occupational Health and Safety, supporting a safe workplace
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships