

**POSITION DESCRIPTION**

**POSITION TITLE:** \_\_\_\_\_

**POSITION NUMBER:** \_\_\_\_\_

**DEPARTMENT/UNIT:** \_\_\_\_\_

**FACULTY/DIVISION:** \_\_\_\_\_

**CLASSIFICATION:**                      **Current:**                      **Proposed (if applicable):**

**FRACTION:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**PD prepared by:**.....**Date**.....

**Contact Number:**  
\_\_\_\_\_

**INCUMBENT:** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED BY SUPERVISOR:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPARTMENT/UNIT HEAD:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEAN/DIVISIONAL DIRECTOR:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## POSITION DESCRIPTION

### ORGANISATIONAL CONTEXT

*Provide a brief explanation of where the position is located in the University, including the following:*

- organisational location
- title of the position this position reports to
- any supervisory/budget responsibilities of this position (eg how many staff report to it; what are their levels, titles, etc; amount of budget responsible for, etc)
- a brief statement of the major impact/focus/objectives of the position

***A current organisation chart is attached:                    YES/NO.***

### KEY RESULTS AREAS AND RESPONSIBILITIES

*List 4 – 5 key result areas (ie major areas of the position's work), with up to 4 key responsibilities in each key result area*

### KEY SELECTION CRITERIA:

- *list in order of importance*
- *numbered*

Note: the Key Selection Criteria must be consistent with the qualification and experience requirements of the General Staff Classification Descriptors for the relevant HEW grade level.

### OTHER JOB RELATED INFORMATION:

*List any other job related information e.g. travel, shift-work, on-call, out of hours work, overtime, etc.*