

# Job Description

*Use this template to help develop a Job Description for your organisation.*

Job title:

## 1. Duties of this job

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## 2. Context

(Brief description of your organisation and its activities)

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## 3. Objectives of this job

(List three or four key objectives)

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## 4. Accountability

(The [job title] reports directly to the [job title of supervisor])

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## 5. Conditions of appointment

(The position is full-time/part-time [specify hours])

(This is a volunteer/paid position [detail pay and conditions])

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## 6. Performance Criteria

<b>Qualifications</b> Eg: Membership of a professional association, certificates, accreditation etc.	
<b>Knowledge/skills</b> Eg: Understanding the rules of the game, first aid, cooking etc.	
<b>Experience</b> Eg: At least ... years experience as ...	
<b>Personal qualities</b> Eg: Communication skills, good team-work, warmth, flexibility, creativity, sense of humour, organisational skill.	
<b>Availability</b> Eg: Some after hours work required, up to ... hours per week.	
<b>Other requirements</b> Eg: Driver's licence.	
<b>Policy expectations</b> Eg: Adherence to policy and code of conduct (include copy with job description and application form).	
<b>Pre-employment checks</b> Eg: NSW Working With Children Check, identity, work history, qualifications.	