HIRE WELL BY CAREER CALLING

Position description

Use this to agree what the job is before you advertise. It also becomes the basis of the job ad, the interview questions and the probation review.

About the position

Position title:

Business name:

Location and work arrangement (on site, hybrid or remote):

Reports to:

Employment type (full-time, part-time, casual or fixed term):

Hours and days:

Award or agreement that applies, and classification:

Pay:

Purpose of the role

In two or three sentences, why does this job exist and what difference does it make?

Purpose:

Key responsibilities

List five to eight main duties, most important first. Describe the work, not the person.

Responsibility 1:

Responsibility 2:

Responsibility 3:

Responsibility 4:

Responsibility 5:

Must-haves

Only what the job truly needs from day one, such as a licence the law requires or a skill there is no time to teach.

Must-have 1:

Must-have 2:

Must-have 3:

Nice-to-haves

Skills or experience that would help but can be learned on the job.

Nice-to-have 1:

Nice-to-have 2:

Physical and other requirements

Describe any physical tasks factually (for example, "lifting boxes up to 15 kg" or "standing for most of a shift"), any checks the role needs, and any travel.

Requirements:

Approval

Prepared by:

Date:

Reviewed with the employee on: