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Chapter 1: Recruitment & Selection

POSITION DESCRIPTIONS

Position Descriptions are a concise description of the role, duties, knowledge skills and abilities needed to successfully perform a job. Every position has a position description to assist you and your Manager be clear on expected duties and outcomes for the role. By gaining clarity of expectations up front, it is easier for you to perform at your best.

Position descriptions are not a detailed list of every task and duty, but provide you with general guidance in your role.

Writing style in Position Descriptions

Position descriptions:

- Are written in the present tense.
- Only include the main, significant, or key duties/responsibilities.
- List the most significant responsibilities in order of importance.
- Don't include work undertaken by team members you supervise.
- Don't include short term/temporary or special duties.
- Always include the words "any other tasks as required".

Content of Position Descriptions

Position title

Every job has a title that reflects the main duties or the reason it exists.

Date Reviewed

We include when the PD was last reviewed, so you know how current it is.

Pay rate

In many cases we include the main pay and conditions on the PD for clarity.

Background

We tell you more about ABCD and how this position fits into the bigger picture of ABCD.

Hours of Work

Your employment type and hours of work are spelled out here.

Reporting Relationships

This tells you who you report to and if any team members report to you.

Primary role

This is a short sentence that summarises the overall role of your position or the reason it exists.

Duties & Responsibilities