# Job Description Template

Job Descriptions are about **JOBS** not **PEOPLE**. We are **NOT** trying to list everything about **YOU**, rather we are trying to list everything that your **JOB** is responsible for as well as the skills, experience and personal qualities required to do the **JOB** at a very high level. The Job Description is a great opportunity for you to list the major things in your job and discuss them with your manager.

When we are finished you will have a Job Description for your job that both you and your manager agree on. It will state clearly;

* why your job exists,
* how your job fits into the success of the company,
* the contribution your job makes to company success,
* how you and your manager can measure and improve this contribution
* the experience, skills and personal qualities needed to do your job

**Instructions**

The below has been colour coded to help you to complete it. Red provides a little more explanation of what is required. Explanations and/or examples are shown in *blue italics*. You can either type directly onto the form or write on a hard copy. It is the completeness and accuracy of the content that is important, not how nice the document ends up looking.

**JOB TITLE:** *Role name e.g. Receptionist, Sales assistant*

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**JOB TYPE:** *Type of employment e.g. Full-time; Part-time; Casual*

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**SUPERVISOR/MANAGER:** *Who you report to e.g. Office Manager; Shift Supervisor*

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**MAIN DUTIES/RESPONSIBILITIES:**

*Outline the duties and responsibilities of your job. Don’t worry too much about explaining these, dot points are fine and try to think of the* ***major*** *things you are responsible for rather than list everything you do. Usually 4 or 5 are fine but if you need more just add some lines as there is no correct number and be sure to list* ***ALL*** *the major things.*

*When you have listed them all please allocate 1,2 or 3 to each indicating how important they are to the job. 1 means critical to the job, 2 means very important and 3 means important.They can all be 1s if you think they are all very important to the job or they can all be 3s, its up to you. You may want to discuss this aspect with others but remember they will all be discussed, reviewed and agreed later.*

*e.g.*

* *Coordinate and carry out all office administration including reception, mail, couriers, greeting clients and filing*
* *Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures*
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**SKILLS & EXPERIENCE**

**Qualifications:** *What qualifications, licences or education level do you need to do your job? You may not necessarily have these qualifications but try to list what you think may be helpful to a person undertaking this role*

*e.g.*

* *Diploma or Certificate IV in Business Admin or relevant experience*
* *First aid certificate*
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**Experience:** *What type and how much experience is needed?*

*e.g. 3 years previous experience in an similar role/industry*

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**Skills:** *List skills needed for the job, including any technical or interpersonal skills*

*e.g.*

* *Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)*
* *Excellent verbal and written communication*
* *Organised and able to meet deadlines*
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**PERFORMANCE GOALS:**

*What are some of the things in your job that could be used to measure success? They don’t have to be complicated and can just be as simple as meeting deadlines, being accurate etc. but try and link them to some or all of the Duties/responsibilities you comp0leted earlier.*

*e.g.*

* *Complete administration tasks on time*
* *Deal with clients, suppliers and other employees professionally at all times*
* *Ensure office is clean and presentable at all times*
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