**Job Description Template**

Human **Resource** Templates

**Steps for developing a job description**

**Step 1: Define the job**

The first step is to get a clear understanding of the job you want to fill and the tasks you need to be completed. A good start is to talk to the supervisor or person the employee will be reporting to, other employees working in the area, and the current employee in the role if possible.

Consider:

* what tasks do you need the new person to undertake
* what responsibilities the new person will have
* what skills and abilities are required in order to perform these tasks
* whether they need any specific qualifications or previous experience

**Step 2: Decide whether the job will be full-time, part-time, fixed-term or casual**

You need to consider the type of employment the job needs and that your budget can afford. Whether the position is full-time, part-time, fixed-term or casual will determine the employee’s pay and conditions.

As part of this decision, consider:

* the number of hours needed to do the job
* how long the job will be for (indefinitely or for a specified time or task)
* whether the employee is a junior, apprentice or trainee.

**Step 3: Write the job description**

Once the role is well understood, the template below will help you write the job description. The template has been colour coded to help you to complete it. Replace the <green> writing with details about your organisation and job. Writing in <blue> are examples and should be deleted and replaced with your own text.

Copy and paste the final job description onto your letterhead.

<Your organisation’s letterhead>

**JOB DESCRIPTION**

**ORGANISATION:** <one paragraph describing your organisation, its purpose and who it works for>

**JOB TITLE:** <Role name> e.g. Receptionist, Counsellor, Community Engagement Officer

**JOB TYPE:** <Type of employment> Full-time; Part-time; Casual; Fixed term for 6 months

**LOCATION:** <The physical address that the employee will work from. If the job requires travel, give a brief description of what might be expected> : e.g. Based in Kununurra with one week per month travelling to Halls Creek.

**SUPERVISOR/MANAGER:** <Insert the name of the position the employee will report to>, e.g. CEO; Project coordinator

**NUMBER OF OTHER STAFF YOU WILL SUPERVISE:** <Number of staff the employee will supervise>

**MAIN DUTIES/RESPONSIBILITIES:** <Outline the main duties and responsibilities of the position>

* 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
* Other tasks as directed

**NECESSARY SKILLS & EXPERIENCE**

**Qualifications:** <What qualifications, licences, or education level does the employee need?>

* Diploma or Certificate IV in Business Admin or relevant experience
* First aid certificate
* Valid Working with Children check

**Experience:** <What type and how much experience is needed?>

1 year previous experience in a similar role/industry

**Skills & Knowledge:** <List skills needed for the job, including any technical or interpersonal skills>

Essential:

* Intermediate Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
* Excellent verbal and written communication
* Organised and able to meet deadlines
* Works well in a team
* Excellent customer service skills
* National Police Clearance and working wth vulnerable people check.

Desirable:

* Experience living and working in remote areas
* A foreign language
* Manual Driving License or ability to obtain one.

**PERFORMANCE GOALS:**

<The level of performance you expect from the employee >

* 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
* To contribute to the overall success of the business by abiding by the code of conduct and policies & procedure manual
* Be a positive representative of the business to external & internal stakeholders

**EMPLOYMENT CONDITIONS:**

* Fixed -term contract, with extension subject to funding and performance
* 4 weeks annual leave
* Remote area housing benefit (subject to eligivibility requirements)
* Salary packaging in accord with ATO principles that apply to Not for profit organisations (subject to eligibility)
* Superannuation guarantee of 9.5% rising to 10% on 1 July 2021.
* 1 week paid leave for participation in cultural activities is provided to indigenous employees.

**HOW TO APPLY**

Apply in writing by sending a current CV, cover letter and a statement (no more than 2 pages) addressing how your qualifications, skills and experience equip you to fulfil the key responsibilities of the position.

Applications are due by close of business **< insert date >**.

Further information about the position can be obtained from < name > on <email address> or <phone number>

Further information about the organisation is available at [<](http://www.bby.org.au) website or ???>

**Aboriginal and Torres Strait Islander people are encouraged to apply.**

Source: https://www.fairwork.gov.au/tools-and-resources/templates