

Date

Position Description

Position:

Reporting To:

Department:

Direct Reports:

Purpose:

Overall statement of purpose – why the job exists

Organisation Environment:

Information about the department, the big picture (ie how the position and department

contributes/relates to total organisation objectives), market information

Key Result Areas:

Key Result Area – *Main area of performance (may be written as a topic area or as an*

objective/statement)

Tasks/Accountabilities Key Performance Indicators

• *Meaningful tasks/accountabilities that contribute to the achievement of the KRA*

• *Measures of success – ie how will you know that the KRA has been achieved? What outcomes will be observable?*

Note that there may be more than one for the whole KRA but there does not have to be one KPI listed per task.

Key Result Area –

Tasks/Accountabilities Key Performance Indicators

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Key Result Area –

Tasks/Accountabilities Key Performance Indicators

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**And other duties as directed by your manager*

Technical Skills and Knowledge:

• *eg. computer skills required, legal knowledge, database experience, project management, training*

and development skills, commercial awareness, experience in dealing with budgets and cost

management etc

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Competencies:

- *to be inserted as a result of competencies identified for the position through BW competency*

project

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