|  |  |
| --- | --- |
|  | POSITION DESCRIPTION |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | [[ContactFirstName]] [[ContactLastName]] | **Position** | [[PositionTitle]] |
| **Organisation** | [[EntityName]] | **Manager** | [[ReportsToName]] |
| **Team** | [[Teams]] | **Location** | [[PositionLocation]] |
| **Date prepared** | [[CurrentDate]] |  |  |

# Organisation summary

## About us

[[OrganisationAbout]]

## Vision

[[EntityVision]]

## Mission

[[EntityMission]]

## Objectives

[[EntityObjectives]]

## Differentiation

[[EntityDifferentiation]]

## Values

[[EntityValues]]

## Competencies

[[EntityCompetencies]]

# Position summary

## General outline

[[PositionOutline]]

## Role purpose

[[PositionPurpose]]

# Position objectives

## Corporate objectives

[[PositionCorporateObjectives]]

## Primary functions

[[PositionPrimaryFunctions]]

## Secondary functions

[[PositionSecondaryFunctions]]

## Objectives + KPIs

[[PositionObjectivesAndKPIs]]

# Person selection criteria

## Education + qualifications

[[PositionEducation]]

## Experience

[[PositionExperience]]

## Knowledge + skills

[[PositionKnowledge]]

## Behavioural requirements

[[PositionBehaviour]]

# Employee sign-off

I have read and understand the position description and role requirements for this position. I agree to perform all duties to the required standard.

I understand that I have a duty to seek clarification, advice and support from the Business Development Manager in relation to my position functions and duties and the standard to which they must be performed.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Name | Signature | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Business Development Manager | Signature | Date |