

What is a Position Description?

# Introduction

A position description (PD) is a written statement of tasks, duties and responsibilities required Position Description

to be undertaken by the occupant of a particular position.

A position description should be designed by the committee of governance and or the Manager and agreed to by the person in or coming into the position. The process of agreeing to a job description may involve some negotiation until mutual agreement is reached.

The PD should relate to the position and not be tailored to the person

If the job changes over time, the PD should be amended to reflect those changes.

The position description is the essential tool used to compare the descriptors in the relevant award or agreement with the responsibilities and duties of the position. This will ensure the position classification and individual’s level is accurate.

A position description is written for a specific job and mutually agreed to by the incumbent and the manager. It is very important that it portrays an accurate and complete picture of responsibilities and duties of the position and does not contain vague descriptions that could describe a variety of positions within the organisation.

## A position description should include:

**Description of the organisation**

**Position details**

Should include Award or Agreement, classification, hours etc.

**Position Objectives:**

* Why the position exists
* How the position meets the organisation’s objectives
* Key duties

**Requirements for the Job**

(qualities needed or essential for the job to be done effectively)

* Skills
* Knowledge
* Qualifications
* Experience
* Training

**Key Responsibilities**

* Main areas of responsibility of the job
* The main role and duties of the position written as actions, describe tasks succinctly and precisely

**Organisational Relationships**

* Who does the position report to?
* Who reports to the position?
* Who does the position liaise with?

**Extent of Authority**

Limits and areas of input in decision making

## Sample Position Description

**Title**: job title

**Description of the organisation:**

May include mission and vision of the organisation

**Position Details:**

Status and classification of position (status is permanent part time or fixed term contract or permanent full time etc, the name of the relevant Award or Agreement and the current classification of the position)

Salary range

Hours

Location

**Position Objectives:**

Why the position exists.

How the position meets the organisation’s objectives

The main role and duties of the position (these will be the key elements of your job eg supervising other employees, managing the reception desk, planning and implementing community engagement strategies etc.

**Requirements of the Job:**

Requirements of the job take from the objectives of the position but should be expanded.

Skills (eg: basic keyboard skills, supervisory etc)

Knowledge (eg: understanding of organisation’s structure, statutory requirements etc.)

Experience and/or qualifications (eg: associate diploma with 2 years experience)

Training (eg: external and internal training in the use and operation of the organisation’s computer system etc.)

**Key Responsibilities:**

Take from the objectives of the position and expand on these using appropriate terminology for each key element. e.g. respond to all incoming calls in an efficient, effective, courteous manner, assist members of the public, etc.

**Organisational Relationship:**

List, who does the position report to, who reports to the position and who does the position liaise with.

**Extent of Authority:**

Use key elements from position responsibilities eg. what is the extent of person’s decision making when dealing with complaints and enquiries.

**Authorisation of Position Description**

Prepared by:

Date Issued:

Supervisor:

Occupant:

Approved by:

This resource is adapted from an Australian Services Union information paper.