

## Job Description Template

A job description should explain what the job entails and describe the main the tasks, duties and responsibilities involved in the role and describes what skills and competency levels are required to fulfil the role. Be clear when describing the tasks and responsibilities that the role entails. All employees must be given a job description at the commencement of employment which should be reviewed should the job change in any way.

**Job Title** – Accurate description of the work the candidate will be performing

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**Purpose of Job** – why is this job needed?

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**Responsibilities of the role** – describe aspects of the job which require technical skills and the level of responsibility held

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**Essential duties of the role** – List the most important duties in relation to the job

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In addition to these duties, the job-holder may be required to carry out other duties as may be reasonably required.