

**POSITION DESCRIPTION**

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| **1. POSITION IDENTIFICATION** |

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| **Title** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Functional Area** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reports to** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **2. POSITION OBJECTIVE** |

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| **3. COMPETENCIES REQUIRED** |

The following competencies are required for this position:

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| **Communication** |  |
| **Team work** |  |
| **Problem solving** |  |
| **Self Management** |  |
| **Planning and organizing** |  |
| **Technology** | * Having a range of IT skills |
| **Learning** | * Managing own learning |
| **Initiative and enterprise** |  |

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| **4. KEY PERFORMANCE OBJECTIVES** | |
| **Outputs** | **Key Performance Indicator** |
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| **5. PERSON SPECIFICATION**  **QUALIFICATIONS/KNOWLEDGE/EXPERIENCE** |

Qualifications – Desirable:

Knowledge, Skills & Experience (Essential):

Knowledge, Skills & Experience (Desirable):

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| **6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY** |

**ORGANIZATIONAL RELATIONSHIPS**

Reports to:

Manages:

Internal Contacts:

External Contacts:

**ORGANIZATIONAL AUTHORITY**

Decisions made in the position:

Decisions referred:

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| **8. GENERAL RESPONSIBILITIES** |

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