

**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
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| **Learning**  | * Managing own learning
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| **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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