



Position Description (Sommet 29.5)

Position Title (Sommet 15.5)

School/Unit (Sommet 15.5)

Never Stand Still

Human Resources

Level:		Date:	
School/Unit:		Faculty/Division:	
Written by:			

POSITION SUMMARY (Arial 11 CAPS BOLD)

A concise statement (max two paragraphs) describing the overall purpose of the position. 'Why does the position exist?'

ORGANISATIONAL ENVIRONMENT (Arial 11 CAPS BOLD)

Overview of the Faculty/School/Divisional Work Unit

Provide a brief description of the broad context in which the position operates. Describe the work of the unit / division. This section can include challenges and constraints.

Statistics

State the measurable area/s upon which the position has a direct or indirect impact. Examples include budgets, financial delegations, value of assets controlled, number of employees or students, volume of work.

Reporting Relationships (*Attach organisation chart- do not embed in document, attach separately*)

Supervisor's title:

Other positions reporting to the supervisor:

Positions reporting to this position (show position titles and levels):

Other relationships: (if applicable)

KEY DUTIES AND RESPONSIBILITIES (Arial 11 CAPS BOLD) (*For broadbanded position, show duties at each level*)

Describe the major responsibilities of the position, including the expected outcomes, standards and timeframes. i.e. the what and the how. Include behavioural and technical competencies.

Health and safety duties should also be included here. Choose the most appropriate from the following:

- (Non-supervisory) Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others
- (Supervisor) Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility
- (Manager/HOS equivalent) Implement the UNSW Health and safety management system within your area of responsibility

SELECTION CRITERIA (Arial 11 CAPS) (For broadbanded position, you may show additional criteria at the higher level)

No more than 8 statements specifying the skills, knowledge and experience required for competent job performance.

HR recommends that the first criteria define the minimum education (i.e. qualifications) and/or training and experience required to perform the duties of the position.

Health and safety criteria should also be included here. Choose the most appropriate Health and Safety criteria from the following:

- (Non-supervisory) Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training
- (Supervisor) Ability and capacity to implement required UNSW health and safety policies and procedures
- (Manager/HOS equivalent) Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

PROGRESSION STATEMENT (For broadbanded positions only)

The incumbent will normally be expected to have reached the top step of level X prior to progression to level X. Criteria for progression to level X will be based on satisfactory performance of all duties and accountabilities at level X and a demonstrated capacity to take on the duties and accountabilities of the position at level X.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.