

# JOB DESCRIPTION Template



Position Title		Level	
Reports to (role)			
Team			
Location			

**PURPOSE OF POSITION** *Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.*

## KEY RESPONSIBILITIES

- A maximum of 5 primary responsibilities for the position
- List in order of importance
- Workplace Safety is mandatory for all Job Descriptions

Key	Tasks required to achieve Key Responsibilities	Measures

KEY RESPONSIBILITIES continued ...

Key	Tasks required to achieve Key Responsibilites	Measures

<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>➤ Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service for business as usual activities.</li> <li>➤ Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed.</li> <li>➤ Hold direct reports accountable to their responsibilities and results.</li> <li>➤ Be a role model for effective and positive leadership which is ethical, results driven and future-oriented.</li> <li>➤ Foster a culture of transparent, effective, timely and appropriate internal and external communication.</li> <li>➤ Effectively manage change management processes, encouraging innovation, diversity and continuous improvement.</li> <li>➤ Support the professional development of staff through coaching, mentoring, training and collaboration opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Staff understand and embrace organisational culture, directions, goals and client service ethos.</li> <li>➤ Staff are aware of their responsibilities and expectations in their roles.</li> <li>➤ Staff feel supported and engaged.</li> </ul>
<p><b>Workplace Safety</b></p>	<ul style="list-style-type: none"> <li>➤ Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.</li> <li>➤ Identify and assess workplace hazards and apply hazard controls.</li> <li>➤ Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> <li>➤ Abide by Telethon Kids Institute policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Responsibilities are embedded in work practices.</li> <li>➤ Hazards are effectively managed or reported.</li> <li>➤ Accidents and incidents are reported in a timely manner.</li> <li>➤ All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>

## ESSENTIAL CRITERIA

### Qualifications:

(what are the minimum educational, technical or professional qualifications required to perform the role)

### Essential Skills, Knowledge & Experience:

## DIRECT REPORTS

List by job title any positions to be supervised by this role

### Approved by:

Signature of the person with the authority to approve the job description and job title

### Date approved:

Date upon which the job description was approved

### Reviewed by P&C:

Date when the job description was last reviewed by People & Culture