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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title:** | [HR use only] | **HEW Level:** | [HR use only] | | **\*HR Endorsed:** | [HR use only] | | **Date:** | [HR use only] |
| **Business Title:** |  | **Position No:** |  | | **Reporting To:** | [Insert Business Title] | | | |
| **School/Centre/Office:** |  | **Business Unit:** |  | | | **\*HR Delegation Approval:** |  | | |
| **Special conditions attached to this position:** | |  | | | | | | | |
| \*This position description has been reviewed and evaluated (HR Endorsed) and is an accurate description of the requirements of the position (HR Delegation Approval) | | | | | | | | | |
| **Role Statement:** [Recommended to insert 1 – 2 sentences that summarises the core purpose of the role] | | | | | | | | | | |
| **Context** [Recommended approach which may not be applicable or may vary depending on the area. The aim of this section is to briefly outline how this position fits into the greater context of the organisation; Centre; School or Business Unit; and Team.  **Organisational Context:** [Insert 1 – 2 sentences]  **School or Centre Context:** [Insert 1 – 2 sentences]  **School or Business Unit Context:** [Insert 1 – 2 sentences]  **Team Context:** [Insert 1 – 2 sentences] | | | | **Organisation Chart** [Recommended approach is to include this position; the position it reports to; and any positions that report to it. For practical purposes, positions reporting to this position can be summarised and not individually detailed] | | | | | | |

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| --- | --- |
| **ACCOUNTABILITIES** | **CAPABILITIES** |
| [Insert a maximum of seven (7) specific accountabilities/outcome statements that describe the main results expected in this role.]    2. \* Employees are required to participate in all ECU, team, and individual planning activities; comply with ECU policies and practices in all aspects of their work and conduct; and ensure the safety and wellbeing of themselves and others by complying with OSH and EO requirements.   \*This additional accountability is required on all position descriptions | [Insert a maximum of eight (8) capabilities which are priority ordered requirements for optimum performance in the role.  [Insert up to three (3) job specific knowledge and experience requirements (free text).   1. [Example] Tertiary qualification in a relevant discipline OR equivalent level of expertise gained from a combination of experience, training or professional accreditation.   [Insert up to five (5) capabilities which are to directly referenced (copied and pasted from) The [People Capability Matrix](https://intranet.ecu.edu.au/__data/assets/pdf_file/0008/495773/people-capability-matrix.pdf)  4.  5.  6.  7. |