

HOW ARDCO

BUSINESS & HR SOLUTIONS

Job Description Template



JOB DESCRIPTION TEMPLATE

Role Description and Responsibilities

BUSINESS NAME

EMPLOYEE NAME

POSITION TITLE

DATE

Background: Description of organisation and context for the role.

Role Overview: Main purpose of the role.

1 | SUMMARY OF MAIN RESPONSIBILITIES:

Headings

2 | KEY FUNCTIONS AND ACTIVITIES:

Detail

3 | KEY COMPETENCIES AND ATTRIBUTES:

4 | ORGANISATIONAL RELATIONSHIPS:

Reports to:	Key relationships:
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5 | REVIEWS:

Performance reviews will take place on a half yearly basis.

6 | EXPERIENCE REQUIREMENTS:

7 | EDUCATION REQUIREMENTS:

8 | ACCEPTANCE:

SIGNED	DATE
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9 | ISSUED:

SIGNED	DATE
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KPI's

List below the 6 main areas the role will need to do well in to be successful

Key Result Area

KPI (Description)

Target Measured by:

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