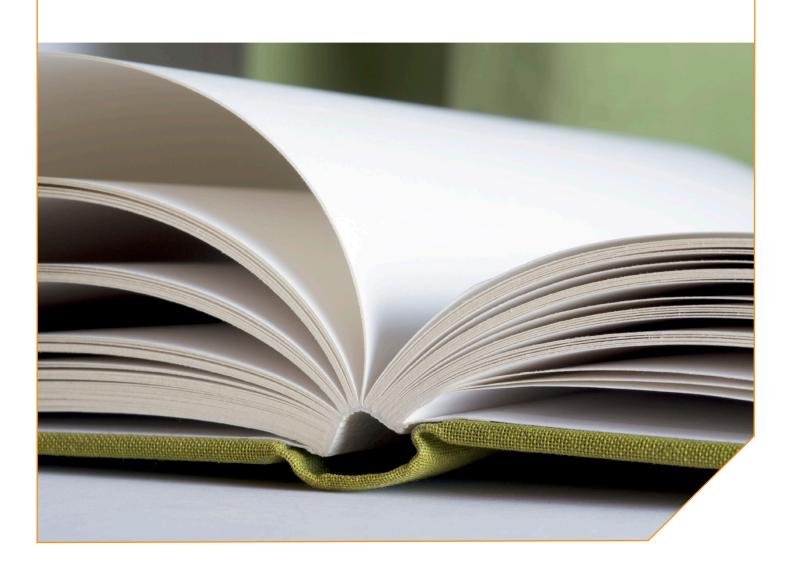


Job Description Template



JOB DESCRIPTION TEI	PLATE Role Descript	ion and Responsibi	lities	
BUSINESS NAME	EMPLOYEE N	EMPLOYEE NAME		
POSITION TITLE			DATE	
Background: Description of organisation and co	ntext for the role.			
Role Overview: Main purpose of the role.				
L SUMMARY OF MAIN RESPONSIBILITIES.				
SUMMARY OF MAIN RESPONSIBILITIES:				
Headings				
2 KEY FUNCTIONS AND ACTIVITIES:				
Detail				



3 KEY COMPETENCIES AND ATTRIBUTES:					
4 ORGANISATIONAL RELATIONSHIPS:					
Reports to:			Key relationships:		
5 REVIEWS:					
Performance reviews will take place	on a half vearly basis.				
6 EXPERIENCE REQUIREMENTS:					
O EXPERIENCE REGUIREMENTS.					
7 EDUCATION REQUIREMENTS:					
8 ACCEPTANCE:			9 ISSUED:		
SIGNED	DATE		SIGNED	DATE	



KPI's List below the 6 main areas the role will need to do well in to be successful ROLE			DATE	
Key Result Area	KPI (Description)	Target Measured by:		