

# 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

## Workplace Safety

- ▶ 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.
- ▶ Identify and assess workplace hazards and apply hazard controls.
- ▶ Report every workplace injury, illness or near miss, no matter how insignificant they seem.
- ▶ Abide by Telethon Kids Institute policies and procedures.
- ▶ Responsibilities are embedded in work practices.
- ▶ Hazards are effectively managed or reported.
- ▶ Accidents and incidents are reported in a timely manner.
- ▶ All applicable safety policies and procedures are sought, understood and implemented.

## 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