

# 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 Responsibilites	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