# Job description and selection criteria

Use this form to help you to identify the requirements of the position and assess candidates effectively against these requirements.

## Job description

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: | <insert job title > | Award/agreement: | <insert Award> |
| Department: | <insert position> | Reports to: | <insert manager’s name> |
| Classification/level/grade: | <insert classification> | Supervision of: | <insert supervision responsibilities> |
| Authorised by: | <insert authorisation> | Date authorised: | <insert date> |

|  |
| --- |
| General overview of the job |
| <insert comments> |
|  |

|  |
| --- |
| Essential duties and responsibilities  |
| Function | Task description |
| <insert function> | <insert task description> |
|  |  |

|  |
| --- |
| Supervisory responsibilities  |
| Function | Task description |
| <insert function> | <insert task description> |
|  |  |

|  |
| --- |
| Work environment |
| <insert comments> |

|  |
| --- |
| Selection criteriaQualifications |
| Essential (inc qualifications/licences) | <insert essential qualifications/licences> |
| Desirable (inc qualifications/licences) | <insert desirable qualifications/licences> |

|  |
| --- |
| Competencies/experience |
| Essential | <insert essential competencies/experience> |
| Desirable | <insert desirable competencies/experience> |