Position Title: <Insert>
Position Classification: <Insert>
Position Number: NEW
Faculty/Office: <Insert>
School/Division: <Insert>
Centre/Section: <Insert>
Supervisor Title: <Insert>
Supervisor Position Number: <Insert>

**Your work area**

This should be one paragraph outlining general and strategic direction of the Faculty/School/Branch and, in the case of senior positions, may also contextualise the incumbent’s role in this regard. One paragraph

**Reporting Structure**

Reports to:

If a leadership/ supervisory role:

Direct Reports:

Teams:

**Your role**

A brief statement outlining the line of reporting of the position and its key roles. May include particular impacts that the position is expected to make

**Key responsibilities**

A series of 1 to 2 line statements of the key responsibilities maximum 20. Write them at the “responsibility” level rather than at a “task” level and indicate the associated level of responsibility.

e.g. “Develops the Faculty Strategic Plan” rather than “Assists the Faculty Manager in developing the Faculty Strategic Plan
Your specific work capabilities (selection criteria)

This list should include both essential and desirable capabilities. Applicants will be assessed against these capabilities. Should not exceed 6 in total (including qualifications)

Special Requirements

**There will be a drop down list of examples in this field which the PD writer can choose from:

Example: Undertake Interstate Travel
  
  Significant Overseas Travel
  
  Regular shiftwork
  
  Provide own vehicle
  
  Occasional weekend work

Compliance

**Workplace Health and Safety**
All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).
All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.
Details of the safety obligations can be accessed at [http://www.safety.uwa.edu.au](http://www.safety.uwa.edu.au)

**Equity and Diversity**
All staff members are required to comply with the University’s Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code_of_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), [http://www.equity.uwa.edu.au](http://www.equity.uwa.edu.au)