

Position Description

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

Your work area

Reporting structure

Reports to:

Dotted line reports to:

Direct reports:

Dotted line reports:

Your role

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

Your key responsibilities

Other duties as required

Your specific work capabilities (selection criteria)

Special requirements (selection criteria)

Example: Undertake Interstate Travel
Significant Overseas Travel
Regular shiftwork
Provide own vehicle
Occasional weekend work
Current National Police Clearance is required
Current Working with Children Check

Compliance

Workplace Health & 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>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.