**Position Description – *<Insert Position Title>***

*Updated dd/month/yyyy*

*[****Instruction****: This template provides the University’s standard format for all Position Descriptions (PDs). The italicised text is included to assist in completing this document and* ***should be deleted or replaced*** *as appropriate. Further assistance on completing PDs can be obtained within the* [*PD User Guide*](http://www.flinders.edu.au/hr-files/Position%20Description%20User%20Guide.pdf)*, or from the* [*P&C Advisor or Business Partner*](http://www.flinders.edu.au/hr/employment-staffing/hr-client-services-contacts.cfm) *for your area. PDs should be captured within 2 pages wherever possible.]*

|  |  |
| --- | --- |
| **POSITION DETAILS** | |
| **College/Portfolio** | ***<College/Portfolio>*** |
| **Organisational Unit** | ***<College Substructure/Division>*** |
| **Supervisor (Title)** | ***<Position Title>*** |
| **Classification** | ***<Higher Education Officer level x, Academic Level x or Senior Manager>*** |
| **Employment Type** | ***<Continuing, convertible, fixed-term, full-time, part-time, job-share>*** |

|  |
| --- |
| **POSITION SUMMARY** |
| *Insert five to eight sentences describing the key purpose of the position and the context of the reporting lines associated with this position. Text in the Position Summary will usually support the development of any required internal / external advertisement).*  *Please explicitly include the level of supervision received (i.e., the level of autonomy). Refer to Appendix 7 of the* [*PD User Guide*](http://www.flinders.edu.au/hr-files/Position%20Description%20User%20Guide.pdf) *to assist selection of the appropriate level:*  ***<Close / Close to Routine / Routine / Routine to General / General / General to Broad / Broad / Generally Unguided>***  *Where applicable to the position, the number of staff and ideally, the general function of the positions sitting below this position, should be mentioned here.* |

|  |
| --- |
| **UNIVERSITY EXPECTATIONS AND VALUES** |
| All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University’s code of conduct and are expected to:   * demonstrate commitment to the University’s values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; * contribute to the efficient and effective functioning of the team or work unit to meet the University’s objectives.  This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one’s supervisor; * promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; * perform their responsibilities in a manner which reflects and responds to continuous improvement; and * familiarise themselves and comply with the University’s *Work Health and Safety,* *Injury Management and* *Equal Opportunity* policies.   ***Delete as appropriate, but maintain italic formatting for any clauses left showing:***  ***Include if deemed a prescribed position:*** *In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).*  ***Include for all NT positions:*** *Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid ‘Working with Children Clearance’ (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.*  ***Include for all positions:*** *A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.*  ***Include for all positions:*** *COVID-19 vaccination, in accordance with the Flinders University* [*COVID-19 Vaccination Policy (2022)*](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/covid-19-vaccination-policy.pdf) *is a condition of employment with the University. Any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.* |

|  |
| --- |
| **KEY POSITION RESPONSIBILITIES** |
| *This section will outline the desired outcomes of this position, followed by descriptive comments which outline the typical activities. It is recommended you:*   1. *describe the function of the position in five to eight numbered bullet points;* 2. *begin each responsibility with a verb such as “develop”, “deliver”, “build”, “produce” etc. and then elaborating upon the outcome(s); and* 3. *specify if there are any other requirements that apply to this position, e.g. language skills, on-call requirements, or if there is a need to work after hours, weekends or travel (interstate or overseas).*   *The following lead-in statement should appear above your numbered list of Key Position Responsibilities:*  *The <position title> is accountable for:*  *Include the following statement as the last bullet point for position all descriptions:*   1. *Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.* |

|  |
| --- |
| **KEY POSITION CAPABILITIES** |
| *This section outlines the desired capabilities (i.e. – skills, qualifications, licences, knowledge and/or experience) which will enable a position holder to achieve the Key Position Responsibilities. Key Position Capabilities should:*   * *describe the requirements in five to eight bullet points;* * *include some reference to minimum qualification or equivalent experience requirements;* * *outline the knowledge requirements (professional or organisational as appropriate) and communication skills (written and/or interpersonal); and* * *draw reference to the management or supervisory skills required if the position is providing either functional supervision or line management.* |