

Template 3: Position Description Template

Organization:	
Job Title:	
Reports to:	
Department:	
Jobs Reporting in to:	
Date:	

Primary Purpose

- Short, high-level statement describing the main reason why the position exists and its primary purpose.

Key Responsibilities

- It is not necessary or recommended to list every task the position is responsible to carry out. This section should include a list and short description of the 10-12 key responsibilities of the position. You may wish to list the most important responsibilities first.

Required Qualifications

- List the education, experience, knowledge, skills, abilities, and other requirements of the position.

Education	
Experience	
Knowledge/Skills/Abilities	
Other Requirements (e.g.): Valid Drivers' License Clear Certificate of Conduct Vulnerable Sector Check	

Budget

- In this section, identify the annual budget for which the position is responsible.

Tools and Technology

- In this section, list the primary software, hardware and other technology which the position is required to have a working knowledge of and to use on a regular basis.

Working Relationships/Interactions

- In this section, list the primary contacts, partners and stakeholders, both internal and external to the organization, with whom the position interacts on a regular basis.

Level of Responsibility

- In this section, make a statement describing the level of responsibility of the position.
- For example, "This is highly responsible work which involves managing large dollar value projects and complex systems. This position has significant decision-making authority and directs and supervises the work of ten (10) staff".

Working Environment

- In this section, make a statement about the working environment, which may include the physical environment, volume of work, number of personal or telephone interactions etc.
- For example, "The position requires multitasking, problem-solving and adhering to tight timelines. Work outside the office and after normal business hours is often required."
- Or "The position involves spending considerable time outdoors and interacting with people who may be experiencing various types of social, financial and mental health issues."