

Template 2: Position Description

Position Title	
Reports to	
Supervises	
Liases with	
Purpose of the Position:	
Key Duties and Responsibilities	
Key Duties	Responsibilities
Skills, Experience and Attitudes:	
<i>Skills</i>	
<i>Experience</i>	
<i>Attitudes</i>	
Working Conditions: <i>(Salary; working hours, other benefits provided, superannuation etc)</i>	
Managers signature:	Date: