POSITION DESCRIPTION

[Instructions are included in blue Italic text and square brackets. All instructional text should be deleted from the final Position Description.]

[Instructions: Insert the below details in place of the X's.]

Directorate: *XXXX*

Division: *XXXX*

Business Unit: *XXXX*

Position Title: *XXXX*

Position Requirements: *[e.g. WWVP, licences/registrations, security clearance] XXXX*

Position Number: *XXXX*

Classification: *XXXX*

Location: *[Suburb or precinct] XXXX*

Last Reviewed: *[Insert date reviewed] XXXX*

Note: This is an Aboriginal and Torres Strait Islander identified position. *[Instructions: Remove if not applicable.]*
Note: This is an identified position for People with Disability. *[Instructions: Remove if not applicable.]*

DIRECTORATE OVERVIEW

[Pre-populated with Directorate overview from ACT Government Directorates]

DIVISION OVERVIEW

[Instructions: Insert division overview from ACT Government Directorates in the blank line below. If a division overview is not required (for example, if the position is at the directorate level), this section and the 'Business Unit Overview' section can be deleted.]

BUSINESS UNIT OVERVIEW

[Instructions: Insert business unit overview in the blank line below. This overview is to be developed by the business unit / sub unit. Note that this is an opportunity to sell your work area to potential candidates as a good place to work.]

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration

and innovation, *[and the additional values of xxx as prescribed for this Directorate],* as well demonstrate the related signature behaviours.

POSITION OVERVIEW

[Instructions: This section is intended to provide an overall summary of the position – this should be viewed as your 'sales pitch' for the job.]

WHAT YOU WILL DO

[Instructions: This section should describe the key duties and responsibilities of the position, starting with the duties that are most critical to the role.

The Work Level Standards should be used to ensure that the duties and responsibilities for the position are consistent with the proposed classification. Where inconsistencies or uncertainty exists, please contact your Directorates HR area for further guidance.

The duties and responsibilities should be entered in numbered points as below. The final dot point is a standard statement that should be included in all Position Descriptions. This should be limited to 6 dot points, inclusive]

1. *Duties/Responsibilities*
2. *Duties/Responsibilities*
3. *Duties/Responsibilities*
4. *Duties/Responsibilities*
5. *Duties/Responsibilities*
6. This position *[does/does not/may]* involve direct supervision of *[mention number of people and structure if appropriate]* staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

[Instructions: For Recruitment and Selection purposes, these are the selection criteria that the suitable applicants will be selected against]

Professional / Technical Skills and Knowledge

*[Instructions: With regard to Directorate specific requirements, list preferably no more than **3** specialist skills or knowledge capabilities required to perform the duties/responsibilities of the position].*

1. *Professional/Technical Skill or Knowledge*
2. *Professional/Technical Skill or Knowledge*
3. *Professional/Technical Skill or Knowledge*

Behavioural Capabilities

[Instructions: List 1-3 core behavioural capabilities required to perform the duties and responsibilities of the position. Use the relevant classification stream of the ACTPS Shared Capability Framework , including the ACTPS Personal Mastery Capabilities, as well as the ACT Government Work Level Standards to inform these. Please check with your Directorate HR area to ensure the correct capability framework is used or if you require further information.]

1. *Behavioural Capability*
2. *Behavioural Capability*
3. *Behavioural Capability*

Compliance Requirements / Qualifications

[Instructions: Essential job requirements such as minimum qualifications, professional registrations, clearances, licenses and checks (for example, driver's license, white card, etc) must be identified below.] Examples:

1. *[Background / Security clearance checks will be conducted]*
2. *[Does the role require a higher level security – and therefore Australian Citizenship?]*
3. Driver's license *[mention Class]* is essential.
4. This position [*does/does not*] require a pre-employment medical *[Instructions: Please refer to the Work Environment Description below to inform this requirement.]*
5. This position [*does/does not*] require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

[Instructions: This optional section is Directorate specific. Please check with your Directorate HR area to ensure the correct information is used.]

The following work environment description outlines the inherent requirements of the role of *[Instructions: Insert position title and position number respectively in place of the X's that follow.]* *XXXXX* (position number *XXXXXX*) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

[Instructions: Please indicate how frequently the below tasks are or will be undertaken in this position using the drop down box for each task.]

[Instructions: save as a 'Word Document' file not a 'Word 97-2003 Document' file to ensure drop down boxes function in the work environment description.]

ADMINISTRATIVE	**FREQUENCY**
Telephone use	Choose an item.
General computer use	Choose an item.
Extensive keying/data entry	Choose an item.
Graphical/analytical based	Choose an item.
Sitting at a desk	Choose an item.
Standing for long periods	Choose an item.
Designated workstation *[Instructions: is the position in an activity based work environment?]*	Choose an item.

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time) *[Instructions: applies to SOGC (and equivalent classifications) and below only.]*	Choose an item.
Fixed or specified start/finish times *[Instructions: applies to SOGC (and equivalent classifications) and below only.]*	Choose an item.
Expected to work extensive hours over a significant period due to the nature of the duties *[Instructions: applies to SOGA/B positions only.]*	Choose an item.
Access to Accrued Days Off (ADO's)	Choose an item.
Peaks and troughs	Choose an item.
Frequent overtime	Choose an item.
Rostered shift work	Choose an item.

SOCIAL DEMANDS	**FREQUENCY**
Work with others towards shared goals in a team environment	Choose an item.
Work in isolation from other staff (remote supervision)	Choose an item.
Working in a call centre environment	Choose an item.
Working directly with the public	Choose an item.

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Choose an item.
Working outdoors	Choose an item.

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Choose an item.
Lifting 5 – 10kg	Choose an item.
Lifting 10kg+	Choose an item.
Climbing	Choose an item.
Reaching	Choose an item.
Bending/squatting	Choose an item.
Push/pull	Choose an item.
Sequential repetitive movements in a short amount of time	Choose an item.

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Choose an item.
Frequent travel – driving	Choose an item.
Frequent travel – interstate	Choose an item.

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Choose an item.
Exposure to extreme temperatures	Choose an item.
Operation of heavy machinery e.g. forklift	Choose an item.
Confined spaces	Choose an item.
Excessive noise	Choose an item.
Low lighting	Choose an item.
Handling of dangerous goods/equipment	Choose an item.
Working with asbestos	Choose an item.
Potential to encounter agitated customers	Choose an item.
Exposure to potentially distressing case material	Choose an item.

OTHER	FREQUENCY
Uniform required	Choose an item.
Personal Protective Equipment (PPE) required *[Instructions: list the PPE that is required with the same frequency, add another row if there is PPE required with a different frequency.]*	Choose an item.