

POSITION DESCRIPTIONS

PURPOSE:

This policy is directed to persons required to write or review position descriptions for work roles within Breakaway Toowoomba Inc. It is designed to provide guidance on the core requirements for effective work documentation. Some programs may need to add site-specific information for enhancing local arrangements.

SCOPE:

- Development, approval and review of Position Descriptions
- All positions within the service are to have current position descriptions

POLICY:

The facilitators are responsible for ensuring that position descriptions are developed and maintained in accordance with this policy.

All position descriptions (PDs) are to be developed, approved and reviewed in accordance with this policy. Typical reasons are when:

- A. A new position is created;
- B. A position needs to be filled; or
- C. A position changes

.PROCEDURE:

The main ingredients in a PD are:

- Description of the job
- Person specification
- Selection Criteria

The description of the position includes what work is performed and why, reporting relationships, primary responsibilities and delegations.

The person specification provides information on the type of person required to do the job competently. This includes their core values appropriate experience, qualifications, education, knowledge, skills and abilities.

The selection criteria provide the basis upon which a new person would be chosen for the job. These are based to the person specification with links to job related situations in which the successful applicant would be required to operate competently.

Position descriptions are central to maintaining equity, merit and fair employment practices across a range of human resource functions such as:

- Recruitment and selection
- Individual and role development
- Job evaluation for payroll purposes
- Training needs
- Monitoring diminished work performance
- Grievance processes

It is important that each jobholder has easy access to their job's PD.

Approved (Facilitators)Date

Approved (Chairperson) Date