Job Description / Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Position: | | | |
| Date Prepared: | | Reports To: | |
| 1. Controls:   Budget:  Subordinates: | |  | |
| 1. Purpose:   (Describe how this job helps the organisation to achieve its goals) | | | |
| 1. Customers:   (Indicate the people (internal and external) this job provides a service to) | | | |
| 1. Suppliers:   (Indicate the people (internal and external) that provide input to this job) | | | |
| Key Result Areas | Outcomes | Duties | Skills |
| 1. the most important parts of this job | what needs to be achieved | the way these outcomes are achieved | qualifications, knowledge, abilities & experience to do job |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| Employee: | | Manager: | |
| Date agreed / reviewed: | |  | |