

# Job description

(insert organisation / logo)

General Details			
Date of review		Reviewed by	
Job title			
Business area			
Award/Agreement			
Classification/Level/Grade			
Reports to			
Supervisor of		Date authorised	
Job Overview			
Essential Duties and Responsibilities			
Function	Task description		
Supervisory Responsibilities			
Function	Task description		
Work Environment			
Selection Criteria			
Essential (including qualifications/licences)			
Desirable (including qualifications/licences)			
Competencies/Experience			

For more information on this topic, refer to **Chapter 2. Attract, Recruit and Select** of *Your Workforce – a guide for Northern Territory Employers*.