# Job description (insert organisation / logo)

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