# Job analysis (insert your 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 |  |
| **Duties and Responsibilities** |
| Duties and responsibilities  | Selection criteria, competencies and experience | Qualifications required | Essential or desirable? (write an E or D in this column) |
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| **General Overview of the Job** |
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| **Validation and Future Review** |
| Validated by staff member |  |
| Next job review date |  |