# 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 | |  | | | | | | |