Position Title:		
Faculty/Office:	Department:	
Reports To: (Supervisor Title)		
Author Name:		
Position Number:	HEW Level:	
Approved By:	Date:	

A POSITION PURPOSE:

B PRIMARY ACCOUNTABILITIES (MAXIMUM 10):

Other (Any other duties within the staff member's level of competence as required):

C REPORTING RELATIONSHIPS:

D ORGANISATIONAL KNOWLEDGE:

E LEVEL OF SUPERVISION:

F JUDGEMENT, INDEPENDENCE AND PROBLEM SOLVING:

G RECOURSE TO HIGHER LEVEL:

H DIMENSIONS AND DELEGATIONS:

I QUALIFICATIONS AND SKILLS:

Essential:

Desirable:

