## POSITION DESCRIPTION

## Business Enterprise Program

This document has been prepared as a guide for screen organisations that are considering being involved in the Business Enterprise Program. This template is provided as a guide only.

POSITION TITLE: Give a clear and unambiguous title to the position.

PROPOSED SALARY: Give an indication of the salary allocation to this position.

POSITION DESCRIPTION:

Provide a general description of the role, in broad terms, with a basic overview of the position.

* What is the overall focus of the role?
* Who will the Candidate be reporting to, and which team will they be working with?

OBJECTIVES OF THIS ROLE:

List the general responsibilities and descriptions of key tasks that the Candidate will be required to undertake, and their purpose.

* Objective 1
* Objective 2
* Objective 3 etc.

KEY RESPONSIBILITIES OF THIS ROLE:

Use bullet points, and be specific.

1. List tasks that comprise the majority of the work that will be done;
2. List tasks in order of the time consumed (or order of importance).

**SKILLS AND EXPERIENCE REQUIRED:**

Use bullet points outline what skills the Candidate must have to perform the responsibilities outlined above;

* What skills and experience is essential to the role?
* What skills would be advantageous but not absolutely essential?
* What qualifications and/or education does the Candidate need to have?
* What networks will the Candidate need to have access to?

**DESCRIPTION OF THE COMPANY**

Give some details about your company, including some short key facts about your organisation, and what makes it unique.

* Why would a quality Candidate want to work for you?
* Outline what benefits could you offer, and how you could help a Candidate to develop themselves and their career.

**MEASUREMENT OF SUCCESS/KPIS:**

* How will a Candidate be able to measure their own success, in relation to their position description?
* How will the performance of the Candidate be reviewed?