## ***Insert Job Title***

**Department:** *Enter department*

**Reports to:** *Who will they report to?*

**Key Relationships:** *Who will they work with?*

### **VISION and Values:**

*Short statement of vision, mission, values, and company goals.*

### **Purpose of position:**

*Why does the role exist? Three to four sentence summary of the role.*

### **Key Performance AReas:**

|  |  |
| --- | --- |
| DUTIES AND RESPONSIBILITIES | EXPECTED OUTCOMES |
| *List five to ten key duties and responsibilities that will lead to success in the role.* | *What outputs or results do you expect? (This will help you with performance management).* |

### **QUALIFICATIONS AND EXPERIENCE:**

*This section sets out the previous experience, technical abilities, and professional qualifications required to perform the role.*

|  |  |
| --- | --- |
| ESSENTIAL | GOOD TO HAVE |
| *What skills are essential?*  *What programmes or technology will be used?* | *What extra skills are relevant to the position and advantegous but not essential*? |

### **KEY BEHAVIOURS:**

*This section outlines the key competencies and personal behaviours expected within the role. Personal characteristics e.g. positive attitude, committed to quality.*