

Position Description

- What to include

POSITION DESCRIPTION

[date]

[Open with a concise introduction to the organisation. What does the business do, what is its mission and values? This will add colour and context to the position description. See example below.]

At Decipher Group, connecting people, businesses and opportunities is at the heart of what we do. We provide a comprehensive array of management, executive and governance recruitment, organisational design, and human resources solutions to a wide range of businesses throughout New Zealand and Australia. Our team are 100 percent focussed on exceptional service delivery, helping organisations to find, keep and grow people. But go deeper and you'll see that we are also driven by making a positive impact for our clients, candidates, colleagues, and communities. It's part of the Decipher difference.

[Start with the basic mandatory information for a position description. What is the role and reporting lines, where the role will be based and whether it is a full or part-time, permanent or contract role?]

Role Title:
Reporting to:
Location:

Position Type:
Direct Reports:

TIP: Include an extract from an organisational chart to visually demonstrate the reporting lines.

THE ROLE

[Briefly summarise the main purpose of the role. Think of it as an elevator pitch.]

Role Purpose:
Position Objective:
Key Relationships:

Internal -

External -

POSITION REQUIREMENTS

[Detail the key responsibilities but keep the list short and relevant. Include any major projects of importance to the role. Remember it's a guide to give an overview of the role. See example below.]

TIP: Focus on actions and expectations rather than listing specific tasks. Employees want guidance on how performance will be measured.

Accountability Areas:

**Key Accountabilities: OR
Deliverables/Achievement Indicators:**

Executive Leadership

- Drives strategic thinking, direction, and operational leadership to enhance business performance.

COMPETENCIES AND PROFESSIONAL EXPERTISE

[List the skills, experience and attributes, both technical and interpersonal, that will help a person succeed in the role, while also portraying that you operate in a supportive learning culture with room for growth. Include whether they are 'necessary' or 'desired', to widen your pool of diverse candidates.]

CORE EXPECTATIONS/PERFORMANCE MEASURES

[If relevant, include a high-level overview of the primary indicators of performance, and level of expectation, for the role. See example below.]

Health, Safety & Wellness

- Leads by example and models' behaviours that support a culture of safety, health and wellness.

SIGNATURES

I acknowledge that I have read and understand the above position description and agree to perform all duties as described to the performance standards required.

SIGNED by the Employee
Date

SIGNED by the Manager
Date

Position Description – Content guide

Accountability Areas:

A well written position description will include a thorough list of responsibilities and requirements specific to the role. Clearly defining roles and responsibilities is a key driver of individual, team and organisational success. It is an iterative process that is the basis of good organisational design.

While the requirements of a particular role are unique, your list of accountability areas may include:

Executive Role:

- Change Management
- Communication
- Financial Performance
- Health, Safety & Wellness
- Human Resource Management
- Leadership
- Professional Development
- Reporting
- Stakeholder Engagement
- Strategic Planning & Execution

Functional Role:

- Assistance to the CEO
- Budget Preparation
- Compliance
- Human Resource Administration
- Performance & People
- Relationship Management
- Systems
- Teamwork
- Training & Development
- Work & Project Management

Competencies and Professional Expertise:

List the 'essential' and 'desired' skills, attributes and qualifications including years of experience, if relevant. This should be specific to the role, for example referencing experience using a certain software programme. Personality traits and attributes that would enable the person to succeed in the role should be more aligned with your organisational culture.

Don't include a skill because you think it could be useful – lengthy person specifications will dilute your search efforts.

Examples of the types of competencies to include:

Attributes and Behaviours – interpersonal (or soft) skills relevant to the role/organisation.

Experience – related to industry or role, including level or years.

Leadership Experience – size of teams, including remote or geographically dispersed teams.

Memberships and Licenses – broad or specific to the role.

Software Experience – specific experience using tools and software, and the level of expertise.

Specific Understanding – expertise within a particular area, for example employment law.

Technical Experience – this could be related to a particular project or accountability area.

Tertiary Qualifications - include specific levels of achievement.