

# Position description

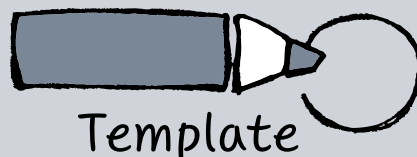
**[Prepare template for users to input content]**

**Position description**

**[Insert job title]**

Job family	
Workforce capability framework level	
Reporting to	
Directly supervising	
Date prepared	

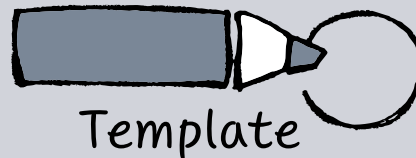
**Position purpose**



# Position description

## Strategic core requirements

Key responsibility areas	Capability requirements	Key performance measures
Sector and organisation purpose and values		
Leadership and teamwork		
Communication		
Customer relationships		
Personal accountability		
Innovation		
Experience and qualifications		



# Position description

## Functional requirements

Key responsibility areas	Capability requirements	Key performance measures



Template

# Position description

## Customer relationships

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## Additional position information

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## Signatures

Job holder	Date
Manager/supervisor	Date

