

POSITION DESCRIPTION

Position Title:		Date of update:	
Location:		Approved by:	
Reports to:		Version No.	

1. POSITION SUMMARY

2. QUALIFICATIONS/SKILLS/EXPERIENCE

Must have:

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Preferred:

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3. PERSONAL ATTRIBUTES

The person must believe in the values of the organisation, and have the following attributes:

4. KEY RELATIONSHIPS

5. DECISIONS REQUIRED

6. MAJOR RESPONSIBILITIES

Accountabilities and Actions	Expected End Result	Measures
ACCOUNTABILITY ¹ <ul style="list-style-type: none"> • actions 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •
A <ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •
B <ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •
C <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •
D <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • •

¹ (Accountability area examples: Service delivery; Customer Relationship management; Deliver Revenue Growth; Product Development)