



POLICY 2-3

VERSION 4

POSITION DESCRIPTIONS

Approved: Brad Fish
Chief Executive Officer

Date: 19 / 7 / 05

Considered by the Board at the June 2005 Meeting

PURPOSE:

To define and promote the role of position descriptions in the achievement of organisational objectives through the accurate representation and documentation of position requirements.

POLICY FRAMEWORK:

Position descriptions define the objectives, accountabilities and selection criteria for each particular position.

The selection criteria will be the basis of selection of employees to undertake work. The objective and accountabilities detailed relate to PCQ objectives, section operating plans and an employee's performance agreements. The position description defines the position and is used as a basis for determining remuneration for that position.

APPLICATION:

This policy applies to all PCQ positions.

POLICY:

As position descriptions are used in recruitment and selection, linking work to the achievement of organisational objectives and the monitoring of employee performance, it is imperative that they accurately define the position and its requirements at the outset and over the evolution of that position within the organisation.

Creating a Position Description

When a position is created, a position description must be developed (refer to Organisational Structure policy). Position descriptions will be in the corporate format and its contents will conform to the standard required by the Organisational Structure policy. The process for creating and approval of a new position description is detailed in Attachment 1.

Reviewing a Position Description

Over time the requirements of positions may change. The position description should be periodically reviewed and must be kept up to date to ensure that it reflects the actual or

intended objective and accountabilities of that position. Changes to a position description may affect the incumbent employee's performance agreement for the period.

A manager or employee may initiate a review of a position description. Any changes must be discussed with the employee affected. CEO must formally authorise a position description for it to become effective. The process for reviewing and approval of a revised position description is detailed in Attachment 1.

PROCEDURAL IMPLICATIONS:

This policy may trigger the Organisational Structure Policy, the Recruitment and Selection policy or the Performance Agreements Policy.

Related policies:

- Recruitment and Selection
- Organisational Structure
- Performance Agreements
- Grievance
- Training and Development
- Relieving
-

REVIEW DATE:

This policy should be reviewed by June 2010.

[G:\WORD\POLICY\P2-3.DOC]

ATTACHMENT 1

Procedure for Creating or Revising Position Descriptions

Creating a Position Description

CEO, MCS and the manager responsible for supervising an employee filling the position must be involved in developing the content of the position description. The proposed position description must be in the required organisational formats.

Revising a Position Description

Manager, CEO or incumbent may initiate a review of a position description. Any potential changes to position descriptions may be developed when creating and reviewing performance agreements. The revised position description must be in the required organisational formats.

Approval Process

The employee's supervisor must ensure that any proposed changes to a position description are fully discussed with the incumbent employee.

Proposed changes are to be forwarded to MCS to be discussed and a proposed revised position description developed for CEO approval. MCS to co-ordinate the formal CEO approval process.

For Award staff, the position description becomes effective from date of CEO approval. The CEO approved position description will be initialled on each page by the CEO or MCS.

For Non-Award staff, the position description becomes effective once the incumbent and CEO have both initialled each page of the position description.

A read only version of the approved position description will be available on the computer network.

The approved position description will be placed on the organisational file and a copy will be attached to the performance agreement for that period.

Position Description Format

See Attachment 2

POSITION DESCRIPTION



POSITION TITLE: *

LOCATION: *

REPORTING TO: *

DATE: *

PRIMARY OBJECTIVE

- *
- *
- *

ORGANISATION ENVIRONMENT

ORGANISATION SPECIFIC:

- Refer separate attachment.

POSITION SPECIFIC:

- *
- *

KEY ACCOUNTABILITIES

- *
- *
- *
- *
- *
- *
- *
- *

- *

KEY COMMUNICATIONS

INTERNAL:

- *

EXTERNAL:

- *

CHALLENGES

- *
- *
- *
- *
- *
- *

DECISION MAKING

- *
- *
- *

POSITION DIMENSIONS

Staffing:

Reporting directly:
Reporting indirectly:

Budget (2005-2006):	\$	p.a.
	Operating: \$	p.a.
	Staffing: \$	p.a.
	TOTAL: \$	p.a.
Revenue:	\$	p.a.
Assets:	\$	p.a.
Projects:	\$	p.a.

KNOWLEDGE, SKILLS AND EXPERIENCE

QUALIFICATIONS:

- *

KNOWLEDGE AND EXPERIENCE:

- *
- *

SKILLS AND ABILITIES:

- *
- *

KEY SELECTION CRITERIA

KSC1: *

KSC2: *

KSC3: *

KSC4: *

KSC5: *

Position Description agreed:

(Name of Incumbent) ____/____/2005	(Title of Reporting Mgr/Supervisor) ____/____/2005	CEO ____/____/2005