

JOB OVERVIEW

Job title (internal):		Job title (external):	
Job location:		Required travel:	
Job post summary:			
Division:		Department:	
Reports into (job title):		Manages (job titles):	

POSITION DETAILS

Contract type:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contract
Hours per week:	
Education and/or Work Experience Requirements:	<i>Use this section to describe what knowledge, skills and abilities are required to perform the daily tasks and job duties. If this position is part of a group of levels, be sure to show the increase in the knowledge, skills and abilities necessary to perform the daily tasks and job duties.</i>

Other qualifications, certifications or professional memberships:	
Main tasks, duties and responsibilities:	<i>Use this section to describe the scope and range of responsibility for both the service and the role</i>
Equipment and machinery:	<i>Use this section to list all the equipment and machinery the post holder will be required to use, specify the competency level and the skills required.</i>
Personal qualities:	
ADDITIONAL JOB DIMENSIONS	
Associated risks	
Business accountability	

Financial accountability	
Typical direct reports	
Indirect reports	
Internal relationships	
External relationships	
Work environment	
KEY ACCOUNTABILITIES	KEY DUTIES

