Project Staff Role Description

Name of organisation

Use the template, or a similar one, below to describe the position/job.

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| **POSITION/JOB TITLE** |
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| **POSITION/JOB TYPE -** e.g. Full-time; Part-time; Casual |
|  |
| **LOCATION:** Where will the employee work? |
|  |
| **SUPERVISOR/MANAGER -** Who the employee will report to? |
|  |
| **MAIN DUTIES/RESPONSIBILITIES -** Outline the duties and responsibilities of the position |
|  |
| **SKILLS & EXPERIENCE** |
| **Qualifications -** What qualifications, licenses or education level does the employee need? |
|  |
| **Experience -** What type and how much experience is needed? |
|  |
| **Skills -** List skills needed for the job, including any technical or interpersonal skills |
|  |

For information about employer/employee rights and responsibilities, awards rates, templates and guides, please visit <https://www.fairwork.gov.au/>