

Job description template for hiring new employees

You can use this template to help you prepare a job description for a job you want to fill. A job describes the duties and responsibilities of a job. A job description help you clarify what you need from the role and can be used as the basis to develop your job advertisement.

Suggested steps for developing a job description

For more information on hiring a new employee, see our 'Hiring employees' online learning course at fairwork.gov.au/learning. For information about minimum employment rights and entitlements you can also call the Fair Work Infoline on 13 13 94 or visit www.fairwork.gov.au.

Step 1: Define the job

The first step is to getting a clear understanding the job you want to fill and the tasks you need completed. A good place to start is to talk to the supervisor or person who the employee will be reporting to, and other employees who are working in the area.

You should consider:

- what tasks you need the new person to undertake
- what skills and abilities are needed to perform the role
- whether they need any particular qualifications or experience required
- what responsibilities the new person will have.

Step 2: Decide on the type of employment

You will need to decide on the type of employment the job needs. That is, whether the position is full-time, part-time, fixed-term or casual. This is important because it will determine the employee's pay and conditions.

You should determine:

- the number of hours needed to do the job
- how long the job will be for (indefinitely or for a specified time or task)
- whether the employee is a junior, apprentice or trainee.

Step 3: Create the job description

Once you have defined the role, you can use the information to develop a job description. The below has been colour coded to help you to complete it. Simply replace the <red> writing with what applies to your situation. Explanations and/or examples are shown in blue italics and should be deleted once you have finished the form.

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

JOB DESCRIPTION

JOB TITLE: *<Role name> e.g. Receptionist, Sales assistant*

JOB TYPE: *<Type of employment> e.g. Full-time; Part-time; Casual*

LOCATION: *<The physical address that the employee will work at. If the job requires travel, state the primary location> e.g. Smithton office*

SUPERVISOR/MANAGER: *<Who the employee will report to> e.g. Office Manager; Shift Supervisor*

MAIN DUTIES/RESPONSIBILITIES:

<Outline the duties and responsibilities of the position>

e.g.

- *Coordinate and carry out all office administration including reception, mail, couriers, greeting clients and filing*
- *Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures*
- *Other tasks as directed*

SKILLS & EXPERIENCE

Qualifications: *<What qualifications, licences or education level does the employee need?>*

e.g.

- *Diploma or Certificate IV in Business Admin or relevant experience*
- *First aid certificate*

Experience: *<What type and how much experience is needed?>*

e.g. 3 years previous experience in an similar role/industry

Skills: *<List skills needed for the job, including any technical or interpersonal skills>*

e.g.

- *Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)*
- *Excellent verbal and written communication*
- *Organised and able to meet deadlines*

PERFORMANCE GOALS:

<The level of performance you expect from the employee >

e.g.

- *Complete administration tasks on time*
- *Deal with clients, suppliers and other employees professionally at all times*
- *Ensure office is clean and presentable at all times*

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