# Job description template

A job description describes the duties and responsibilities of a job. It can help clarify what you need from a role and can be used as the basis to develop a job advertisement. Having a job description in place will also be helpful during a person’s employment, including when setting performance goals.

## Who can use this template

Employers can use this template to write a job description.

Need help with hiring a new employee?

* Visit our Hiring employees page at fairwork.gov.au/hiring
* [Complete our short course on hiring employees](http://www.fairwork.gov.au/learning) at fairwork.gov.au/learning

## How to use this template

A job description lists the duties, conditions, and responsibilities of a job. Use the checklist and template to quickly and easily prepare and create your job description.

Make sure you’re using the latest version of this template by [downloading the most up-to-date version](http://www.fairwork.gov.au/templates) from fairwork.gov.au/templates

**Check out our other resources**

* [Explore interactive template tools, and downloadable templates and letters](http://www.fairwork.gov.au/templates) available at fairwork.gov.au/templates to help you manage a wide range of workplace obligations.
* [Complete our free online courses](http://www.fairwork.gov.au/learning) available at fairwork.gov.au/learning to develop skills and strategies to help you at work.

## Checklist: Suggested steps for writing a job description

### [ ]  Step 1 – Define the job

The first step is to get a good understanding of the job, including:

* tasks
* responsibilities
* skills and abilities that are needed
* any specific qualifications or experience required.

A good place to start is to talk to the person the employee will be reporting to. You could also talk to other employees who are working in the area.

[ ]  **Step 2 – Decide on the type of employment**

Decide the type of employment that is needed for the job, based on:

* 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.

You need to decide whether the job is:

* full-time, part-time or casual, and
* fixed term or ongoing.

This is important because it will determine the employee’s pay and conditions.

[For more information on the types of employment available](https://www.fairwork.gov.au/starting-employment/types-of-employees), visit fairwork.gov.au/starting-employment/types-of-employees

[ ]  **Step 3 – Write the job description**

Use this template to write the job description, based on the information from steps 1 and 2 about the job and type of employment.

### [ ]  Step 4 – Use our other resources

You can use our other resources to help you create job ads, hire employees and onboard them. Other relevant resources you could use include:

* Our [downloadable templates](https://www.fairwork.gov.au/tools-and-resources/templates) for employing staff at fairwork.gov.au/templates, including templates for job ads, telephone screening, reference checking, performance agreements and induction checklists.
* [Our short course on hiring employees](http://www.fairwork.gov.au/learning) at fairwork.gov.au/learning, which helps you understand the steps in the hiring process, understand employee entitlements and your obligations, and select the most suitable candidate and make them an offer of employment.
* Our [Small Business Showcase](https://smallbusiness.fairwork.gov.au/) at fairwork.gov.au/smallbusiness, which has a range of resources to help businesses manage their employees and meet their employer obligations.

## TEMPLATE JOB DESCRIPTION

** IMPORTANT**

This template has been colour coded to assist you to complete it accurately. You simply need to replace the red < > writing with what applies to your situation.

Example information is shown in purple writing to assist you and should be deleted once you have finished the ad.

**JOB TITLE:** <Role name>For example, Receptionist; Sales Assistant

**JOB TYPE:** <Type of employment>For example, Full-time; Part-time; Casual

**LOCATION:** <Physical address the employee will work at. If the job requires travel, list the primary location>For example, Smithton office

**SUPERVISOR/MANAGER:** <Who the employee will report to>For example, Office Manager; Shift Supervisor

**MAIN DUTIES/RESPONSIBILITIES:** <What are the duties and responsibilities of the position?>

For example,

* 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, licenses or education level does the employee need?>

For example,

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

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

For example, 3 years experience in a similar role or industry

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

For example,

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

**PERFORMANCE GOALS:** <What level of performance do you expect from the employee?>

For example,

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

PLEASE KEEP A COPY OF THIS JOB DESCRIPTION FOR YOUR RECORDS