**Position description**

**TEMPLATE**

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# Position description

|  |  |
| --- | --- |
| Position title |  |
| **Purpose of position**  Describe the main purpose of the position in 1-2 sentences. |  |
| **Accountabilities**   * 8-10 points that describe the main responsibilities of the role rather than a detailed list of tasks. * Any other reasonable duties as required |  |
| **Reports to**  (position title) |  |
| **Direct reports**  (position title/titles) |  |
| **Key capabilities (essential)**  List required education, training, experience, knowledge, skills and abilities. |  |
| **Key capabilities (desirable)**  List required education, training, experience, knowledge, skills and abilities. |  |