|  |  |  |  |
| --- | --- | --- | --- |
| **Job Summary** | | | |
| **Job Title:** | insert | **Business Division:** | Insert if applicable |
| **Reports To:** | insert | **Location:** | insert |
| **Direct Reports:** | insert | **Other Stakeholders:** | Insert other people who interact with this role |
| **Context:** | Insert overview of why the role exists | | |

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| **Job Details** |
| **Major Duties / Tasks:** |
| * Insert * Other duties as reasonably directed by the Company |

|  |  |
| --- | --- |
| **Qualifications and Experience** | |
| **Essential:**   * Insert | **Desirable:**   * Insert |
| **Behavioural and Leadership Requirements** | |
| * The skills and knowledge required in the role | |

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| **Competency / Licences** |
| “REQUIRED” competencies and licences are minimum requirements for the job and copies of required competencies and certificates must be provided prior to an offer being made. All “REQUIRED” competencies and licences must be current and valid. It is the responsibility (and cost) of the applicant to obtain and maintain all required competencies and licenses.  “DESIRABLE” competencies and licences although not required, candidates holding these competencies and licences may be given preference during the recruitment process over others with the same skills and experience.  *Place “****X****” in relevant column to identify “REQUIRED” or “DESIRABLE” competencies and licences.* |

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| --- | --- | --- | --- | --- | --- | --- |
| **JOB SPECIFIC**  **COMPETENCY AND LICENCES** | | |  | **SITE ENTRY AND SAFETY**  **COMPETENCY AND LICENCES** | | |
| **REQ DES** | | |  | **REQ DES** | | |
|  | **X** | Example Aligned Tertiary qualification |  | **X** |  | Example White Card |
|  | **X** | Example Cert IV |  |  |  |  |
|  |  |  |  |  |  |  |

| **Company Values** | |
| --- | --- |
| **Zero Harm:** | * Safety comes first * Demonstrate a personnel commitment to safety and the achievement of zero harm to our people, the environment and the communities in which we work. |
| **Performance:** | * Take accountability for own performance. * Work cooperatively with others to achieve success. |
| **Client focus:** | * Understand clients’ needs and build strong win-win relationships. |
| **Integrity:** | * Act with honesty and integrity. * Comply with Company Code of Conduct. |

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| **Notes** |
| Other factors such as lifting requirments or long periods standing (for example). |

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| **Approved by Manager** | | |
| Name: | Signature: | Date: |
| **Agreed and understood by Employee** | | |
| Name: | Signature: | Date: |