



STATEWIDE GROUP TRAINING (SA) INC

POSITION DESCRIPTION POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) will provide detailed written Position Descriptions for all positions within the organisation, with the exception of Apprentices and Trainees. Position Descriptions are also commonly referred to as Job and Person Specifications.

Position Descriptions for Apprentices and Trainees will be in the form of their approved Training Plan from relevant RTO, which will be stored in their Personnel File, held by their Field Officer.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

POLICY:

Position Descriptions, together with Letters of Appointment/Contracts of Employment, form the basis of the employment contract and will be provided in conjunction with the Letter of Appointment/Contract of Employment prior to prospective employee, or existing employee, being offered or accepting a position with SGT.

Position Descriptions should contain simple, clear and concise language and be developed and prepared from a Job Analysis of the position, and will not be developed around the candidate filling the position, or the present incumbent.

The purpose of a 'Position Description' is to outline and clarify:

- The essential requirements for the position;
- The desirable criteria to fulfil the role;
- The specific tasks/functions that are expected to be performed;
- How these tasks/function are to be performed;
- The objective in performing these tasks/functions; and
- The reporting relationship and level of authority within the organisation.

Position Descriptions are to be used to:

- Establish the basis of the employment relationship;
- Clarify roles and responsibilities;
- Monitor performance and recognise/reward;
- Determine classification levels and salary structures; and
- Assist in formulating an employee's career path.

Position Descriptions should be written to include, as a minimum, the following components and sections.

- **Position Title**
The title should distinguish the particular position from other positions within the organisation and should also, where possible, reflect the requirements of the position.



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- **Classification**
Indicates the appropriate industrial instrument (such as award or agreement) and/or organisational level relating to the position.
- **Organisation**
Names the organisation.
- **Branch/Department**
Identifies the specific section(s) of the organisation where the employee will work, who created the Position Description and who approved it.
- **Purpose**
This section identifies what the position's role and objective are within the organisation.
- **Principal Responsibilities**
This section lists the particular tasks and functions of the position in order of their priority. It is recommended that, where possible, action verbs should be used, such as 'arrange', 'coordinate', 'budget', 'supervise' and 'plan'. It is also recommended that all Position Descriptions involve the phrase 'and other duties as required'.
- **Performance Indicators**
This section indicates how the achievement of the individual principal responsibilities will be measured. Phrases such as 'within budget', 'timely and accurate', 'within the time frame', 'on time', 'achieve plan', and 'on a monthly basis' are normally used in this instance.
- **Experience/Knowledge and Qualifications**
The minimum knowledge, level of skills and required experience that are necessary to perform competently in the position should be listed.
This section should also indicate the level of education and any specific qualifications that may be necessary in order to perform the specific duties relating to the position. This section may include qualifications, such as completion of Year 10 Maths and English, trade qualifications or University/TAFE diplomas or degrees.
Care should be taken to ensure that the qualifications required are appropriate and adequate for the tasks required, e.g. 'forklift licence is essential' or 'first aid certificate is desirable'.
- **Conditions**
This section outlines the conditions that the employee is expected to work under.
- **Reporting Relationship**
This section will indicate to whom the employee must report, and who will be responsible for supervising/managing the employee and their performance.
- **Acknowledgement**
This section requires the employee's signature as an acknowledgement of having read and understood the contents of the Position Description.

The date and signature should be completed by the employee and the Position Description should also be approved and signed by management.



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Completed and approved Position Descriptions should be attached to the employee's Letter of Appointment/Contract of Employment and place on their Personnel File.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024
