Diocese of Olympia

Template

Job Title ....

Department ....

Location ....

Reports to ....

General Purpose

A summary of the overall purpose of the job. Clearly stated in one or two sentences.

Key Tasks and Responsibilities

The activities, functions and areas of accountability for the job are clearly defined here.

Effective job descriptions start each key task with a verb that describes what the employee must do. Examples include develop, meet, organize, plan, arrange, supervise, communicate, review, prepare, manage, monitor, write, handle, evaluate, maintain, analyze and implement.

Education and Training

State the necessary level of education and qualifications and training required to perform the job.

For example Bachelors Degree, diploma, examinations passed, registrations and accreditation.

Knowledge and Experience

Specific experience required. Specific knowledge required.

For example knowledge and experience of software applications, equipment, job methods and tools, technical processes, accounting principals, legislation and standards.

Core Competencies

These are the skills and abilities required to successfully perform the key tasks.

[Competency examples](#) include communication skills, planning and organizing ability, problem analysis, problem solving, adaptability, the ability to delegate, stress tolerance, initiative, negotiation skills, persuasiveness and attention to detail.

Working Conditions

State any working conditions that the employee needs to be aware of such as working environment, hours of work and any special conditions such as high noise levels, shifts, travel and overtime.

Salary and benefits can also be included here.

An accurate job description is essential for an effective employee selection and interview process. It guides employers in terms of what they want in a candidate, enables a clear description of the job to potential candidates and provides a basis to assess the candidate's suitability.

Use simple language that is clear and easy to understand when completing your job description template. Avoid acronyms and in-house terminology. Stick to the tried and tested job description format.