

Job Analysis Form

Position:	Branch/Department:
Number of positions:	Location of this position:
Company information:	
Organisational culture: <i>Describe the characteristics of the working environment and the types of people who work effectively in that environment.</i> <i>Describe the history and background of this area of operation. What are the current and future objectives and challenges of this unit?</i>	
Basic purpose of this position: <i>What is the purpose of the position? Why does it exist? What are the major challenges?</i>	
Reporting relationships: <i>Who will the role report to and what is their title? Will anyone report to this role? What are their titles?</i>	
Working relationships: <i>Which people will the person be working with and communicating and liaising with? (ie within the organisation as well as outside the organisation, eg customers/clients, third parties?)</i>	
Financial responsibilities: <i>What amount is this person accountable for?</i>	
Responsibilities: <i>What are the most important duties and tasks in this position? What percentage of time is spent on each?</i>	
Additional responsibilities: <i>List all secondary responsibilities or tasks that the occupant of this position performs.</i>	

Competencies:

What skills, behaviours or attitudes are required in this position? Which are mandatory? Which are preferred?

Knowledge required:

What overall knowledge and experience are necessary? What are mandatory and what are preferred?

Decision making:

What are the specific decisions that this person is required to make?

Reporting/Record-keeping:

What records or reports is this position accountable for?

Equipment:

What are the necessary equipment, instruments and/or materials needed to perform in this position?

Personal skills:

*What personal characteristics will assist them in the role [ie education, general intelligence, special aptitudes, communication skill, interests, disposition (eg self-motivated), special requirements, willingness to travel].
What are mandatory and what are preferred?*

Mandatory skills required:

What are the specific minimum skill levels this person MUST have?

Skills preferred:

What are the preferred minimum skills the ideal person would have?

Education:

What are the mandatory or preferred educational requirements the position occupant must/should possess?

Management style:

What management style is required of this position?

Average working days/week:

What is an average day/week in this position? What are typical hours worked in this position? Is any travel and/or overtime involved?

What is the next career step?

What opportunities are available in this position in one year's time? In three years? In five years?

How is performance measured?

What are the deliverables or key result areas for the position?