

# Job Description

<b>Position title:</b>	<b>Reports to:</b>
<b>Department/Business:</b>	<b>Location:</b>
<b>Purpose statement:</b>	
<b>Organisation relationships:</b> (Organisational chart highlighting lines of supervision. List internal and external contacts.)	
<b>Responsibilities and key performance indicators:</b>	
<b>Major areas of responsibilities</b>	<b>Key performance indicators</b>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
<b>Minimum skills and capabilities:</b>	

Position title: ..... Page ..... of .....

Reviewed by: ..... Review date: ..... Update no. ....

Authorised by: .....