

ParkerBridge

Template Job Description

Position Description

Position Title	
Team/Branch/Group	
Recruitment Type	<i>Permanent/Fixed-Term Contract/Temporary If Contract, how long for?</i>
Reports to	
Location	
Date	

Remuneration Package

Salary Band	
Benefits	

Position Purpose

Briefly highlight the primary purpose of this role, the reason why it exists, and anything else that would paint a picture of what the day-to-day would be like.

Who Are We?

Provide a short introduction for your business, what industries, technology or services you specialise in and what your company's overall mission goal is.

Key Relationships

Identify all the primary key relationships this role would need to engage in to be able to perform their duties and reach their targets.

- Key relationship 1
- Key relationship 2
- Key relationship 3
- Key relationship 4
- Key relationship 5

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Key Responsibilities

Identify the core responsibilities of this role using bullet points. If this role is multifunctional, then split the responsibilities up so they are easier to digest.

Function 1

- Key responsibility 1
- Key responsibility 2
- Key responsibility 3
- Key responsibility 4
- Key responsibility 5
- Key responsibility 6
- Key responsibility 7
- Key responsibility 8

Function 2

- Key responsibility 1
- Key responsibility 2
- Key responsibility 3
- Key responsibility 4
- Key responsibility 5
- Key responsibility 6
- Key responsibility 7
- Key responsibility 8

Person Specifications

Use this section to identify your key requirements in your ideal candidate. Clearly separate essential from preferred and, if possible, technical expertise or experience from soft skills.

Essential

- Key essential requirement 1
- Key essential requirement 2
- Key essential requirement 3
- Key essential requirement 4
- Key essential requirement 5

Desirable

- Key desired/preferred requirement 1
- Key desired/preferred requirement 2
- Key desired/preferred requirement 3