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| **Position description** | FedU_A4_10mm_REPORT_Blue.jpg |

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| Position title: | **Position title** |
| Faculty and/or School/Section/VCO: | **School/Section, Faculty/Directorate, Portfolio** |
| Campus: | **Campus. Travel between campuses will be required.** **Delete if travel is not necessary.** |
| Classification: | **Within the HEW Level (HEW Level) range** |
| Employment mode: | **Continuing appointment OR Fixed-term appointment** |
| Probationary period: | **This appointment is offered subject to the successful completion of a probationary period. Delete if not applicable** |
| Time fraction: | **Full-time OR Part-time** |
| Recruitment number: | **Human Resources to Enter** |
| Further information from: | **Name, Faculty and/or School/Section/VCO**  **Telephone: (03) 5327 XXXX**  **E-mail: XXXXX@federation.edu.au** |
| Position description approved by: | **Supervisor details**  **Executive Dean/Director details** |

# This position description is agreed to by:

Employee name Signature Date

**The University reserves the right to invite applications and to make no appointment.**

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| Warning: uncontrolled when printed. | | | |
| Authorised by: | Director, Human Resources | Original Issue: | 01/11/2009 |
| Document owner: | HR Business Partner | Current Version: | 01/06/2015 |

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| **Position Summary** |

Describe the overall purpose of the position and what outcomes will be achieved, for example:

*The Manager, Student Records is responsible for ensuring all student records are collected, stored and retrievable by developing and implementing systems, procedures, policies and procedures.*

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| **Key Responsibilities** |

1. Enter each responsibility here in numbered bullet format.
2. Reflect and embed the University’s Principles, Strengths and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Interim Charter at: <http://federation.edu.au/__data/assets/pdf_file/0005/205268/2015-Charter-FINAL-041114.pdf>
3. Undertake the responsibilities of the position adhering to:
   * Equal Opportunity and anti-discrimination legislation and requirements;
   * the requirements for the inclusion of people with disabilities in work and study;
   * Occupational Health and Safety (OH&S) legislation and requirements; and
   * Public Records Office of Victoria (PROV) legislation.

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| **Level of Supervision and Responsibility** |

Indicate who the position reports to and what direction/supervision the position will receive.

Indicate whether the position has line management or supervisory responsibility.

Summarise the essential areas of responsibility for the position, including the level of problem solving required.

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| **Training and Qualifications** |

Indicate the training, qualifications and/or experience necessary to perform duties associated with this position.

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| **Position/Organisational Relationships** |

Summarise the key internal and external relationships the position will be required to establish and manage.

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| **Key Selection Criteria** |

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Training and qualifications.
2. Experience.