

Job description template

A job description describes the duties and responsibilities of a job. It can help clarify what you need from a role and can be used as the basis to develop a job advertisement. Having a job description in place will also be helpful during a person's employment, including when setting performance goals.

Who can use this template

Employers can use this template to write a job description.

Need help with hiring a new employee?

- [Visit our Hiring employees page](https://fairwork.gov.au/hiring) at fairwork.gov.au/hiring
- [Complete our short course on hiring employees](https://fairwork.gov.au/learning) at fairwork.gov.au/learning

How to use this template

A job description lists the duties, conditions, and responsibilities of a job. Use the checklist and template to quickly and easily prepare and create your job description.

Make sure you're using the latest version of this template by [downloading the most up-to-date version](https://fairwork.gov.au/templates) from fairwork.gov.au/templates

Check out our other resources



- [Explore interactive template tools, and downloadable templates and letters](https://fairwork.gov.au/templates) available at fairwork.gov.au/templates to help you manage a wide range of workplace obligations.
- [Complete our free online courses](https://fairwork.gov.au/learning) available at fairwork.gov.au/learning to develop skills and strategies to help you at work.

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

Checklist: Suggested steps for writing a job description

Step 1 – Define the job

The first step is to get a good understanding of the job, including:

- tasks
- responsibilities
- skills and abilities that are needed
- any specific qualifications or experience required.

A good place to start is to talk to the person the employee will be reporting to. You could also talk to other employees who are working in the area.

Step 2 – Decide on the type of employment

Decide the type of employment that is needed for the job, based on:

- the number of hours needed to do the job
- how long the job will be for (indefinitely, or for a specified time or task)
- whether the employee is a junior, apprentice or trainee.

You need to decide whether the job is:

- full-time, part-time or casual, and
- fixed term or ongoing.

This is important because it will determine the employee's pay and conditions.

[For more information on the types of employment available](https://www.fairwork.gov.au/starting-employment/types-of-employees), visit [fairwork.gov.au/starting-employment/types-of-employees](https://www.fairwork.gov.au/starting-employment/types-of-employees)

Step 3 – Write the job description

Use this template to write the job description, based on the information from steps 1 and 2 about the job and type of employment.

Step 4 – Use our other resources

You can use our other resources to help you create job ads, hire employees and onboard them.

Other relevant resources you could use include:

- Our [downloadable templates](https://www.fairwork.gov.au/templates) for employing staff at [fairwork.gov.au/templates](https://www.fairwork.gov.au/templates), including templates for job ads, telephone screening, reference checking, performance agreements and induction checklists.
- [Our short course on hiring employees](https://www.fairwork.gov.au/learning) at [fairwork.gov.au/learning](https://www.fairwork.gov.au/learning), which helps you understand the steps in the hiring process, understand employee entitlements and your obligations, and select the most suitable candidate and make them an offer of employment.
- Our [Small Business Showcase](https://www.fairwork.gov.au/smallbusiness) at [fairwork.gov.au/smallbusiness](https://www.fairwork.gov.au/smallbusiness), which has a range of resources to help businesses manage their employees and meet their employer obligations.

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TEMPLATE JOB DESCRIPTION



IMPORTANT

This template has been colour coded to assist you to complete it accurately. You simply need to replace the red <> writing with what applies to your situation.

Example information is shown in purple writing to assist you and should be deleted once you have finished the ad.

JOB TITLE: <Role name> For example, Receptionist; Sales Assistant

JOB TYPE: <Type of employment> For example, Full-time; Part-time; Casual

LOCATION: <Physical address the employee will work at. If the job requires travel, list the primary location> For example, Smithton office

SUPERVISOR/MANAGER: <Who the employee will report to> For example, Office Manager; Shift Supervisor

MAIN DUTIES/RESPONSIBILITIES: <What are the duties and responsibilities of the position?>

For example,

- Coordinate and carry out all office administration including reception, mail, couriers, greeting clients and filing
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures
- Other tasks as directed

SKILLS & EXPERIENCE

Qualifications: <What qualifications, licenses or education level does the employee need?>

For example,

- Diploma or Certificate IV in Business Administration or relevant experience
- First aid certificate

Experience: <What type and how much experience is needed?>

For example, 3 years experience in a similar role or industry

Skills: <What skills are needed for the job, including any technical or interpersonal skills?>

For example,

- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Organised and able to meet deadlines

PERFORMANCE GOALS: <What level of performance do you expect from the employee?>

For example,

- Complete administration tasks on time
- Ensure office is clean and presentable at all times
- Deal with clients, suppliers and other employees professionally at all times

PLEASE KEEP A COPY OF THIS JOB DESCRIPTION FOR YOUR RECORDS

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