<Your organisation’s letterhead>

**JOB DESCRIPTION**

**ORGANISATION:**

**JOB TITLE:**

**JOB TYPE:**

**LOCATION:**

**SUPERVISOR/MANAGER:**

**NUMBER OF OTHER STAFF YOU WILL SUPERVISE:**

**MAIN DUTIES/RESPONSIBILITIES:** <Outline the main duties and responsibilities of the position>

**NECESSARY SKILLS & EXPERIENCE**

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

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

**Skills & Knowledge:** <List skills needed for the job, including any technical or interpersonal skills>

Essential:

Desirable:

**PERFORMANCE GOALS:** <The level of performance you expect from the employee >

**EMPLOYMENT CONDITIONS:**

**HOW TO APPLY**

Apply in writing by sending a current CV, cover letter and a statement (no more than 2 pages) addressing how your qualifications, skills and experience equip you to fulfil the key responsibilities of the position.

Applications are due by close of business **< insert date >**.

Further information about the position can be obtained from < name > on <email address> or <phone number>

Further information about the organisation is available at [<](http://www.bby.org.au) website or ???>

**Aboriginal and Torres Strait Islander people are encouraged to apply.**

Source: https://www.fairwork.gov.au/tools-and-resources/templates