



# Writing a new Position Description

## Introduction

This document is designed to capture the data required to provide a multi-purpose, result orientated Position Description (PD). By completing a PD, you will have provided all the information needed to produce a useful description of the position created or recruiting for.

Academic and Professional PDs have been reviewed and only the updated PD should be used. Please use the templates available below:

- [Academic](#)
- [Professional Support](#)

If you have any questions regarding the templates above please contact your Recruitment Business Partner.

PDs are the basic building blocks for human resource management in an organisation and need to be a **realistic reflection** of the (1) Purpose of the position; (2) Key responsibilities and how we measure success in them and (3) Skills, competence and experience required to be able to deliver on the strategic outcomes / purpose of the position.

The PD is used to establish the baseline of deliverables and minimum requirements to set the market value of the role and to recruit towards the role.

## DEFINING THE PURPOSE OF THE POSITION

The purpose of a role is the **most important part of the PD** and forms a concise summary of why the role exists. For example:

*The purpose of the role of a Lecturer is to deliver high quality classroom and vocational learning across all relevant programmes in the Pathway. This includes relevant research and administration within the applicable Pathway. The role supports the design, development and production of learning and teaching material and deliver either across a range of modules or within a subject area to ensure the efficient delivery of teaching programmes in accordance with Unitec strategy, policy and procedures.*

### Do's

- 👉 Be clear and specific
- 👉 Why does role exist?
- 👉 Keep short and concise

### Don't

- 👉 Describe tasks



## Defining Key Responsibilities

The next section of the PD describes:

1. **Key Areas** – Defines on high level up to five **key areas of delivery and accountability** of the position, e.g. Strategic delivery. Use only a descriptor that defines
2. **Key Responsibilities** – Defines the KRA's (Key Responsibility Areas) in more detail. This is the **"what you do"** of the position. KRA's usually contains action verbs linked by the how
3. **Expected outcomes** – How do we know that the required outcomes and responsibility areas of the position have been successful? Also known as KRI (Key responsibility indicators). Stay away from detail and focus on high level measures.

When preparing the Key Responsibility Areas, it is recommended that you identify the areas with the highest priority and focus first.

**Every PD must include the Unitec Kaupapa and Health and Safety as Key Responsibility areas.** This is due to the fact that every employee is a key contributor to the Health, Safety and Wellness of all staff and to living the Unitec Values.

## Help sheet writing accountabilities (example text)

### What you do (action verbs)

Achieves	Enhances	Increases	Protects
Aids	Ensures	Leads	Provides
Assists	Establishes	Maintains	Reduces
Contributes to	Facilitates	Maximises	Safeguards
Controls	Formulates	Minimises	Secures
Co-ordinates	Furthers	Motivates	Stimulates
Creates	Guides	Obtains	Strengthens
Decreases	Helps	Optimises	Supports
Develops	Implements	Participates	Sustains
Directs	Improves	Preserves	Encourages
Promotes			

### Link words

- By
- Through



### How (the means)

Advising	Developing	Maintaining	Reviewing
Achieving	Direction	Managing	Safeguarding
Analysing	Distributing	Monitoring	Selecting
Appraising	Ensuring	Motivating	Setting
Approving	Establishing	Operating	Serving
Ascertaining	Evaluating	Organising	Servicing
Assessing	Examining	Overviewing	Specifying
Assigning	Explaining	Participating	Standardising
Authorising	Forecasting	Performing	Storing
Balancing	Furnishing	Planning	Structuring
Budgeting	Facilitating	Preparing	Studying
Changing	Gathering	Presenting	Submitting
Completing	Helping	Processing	Supervising
Conducting	Implementing	Producing	Supporting
Consulting	Improving	Providing	Surveying
Contacting	Informing	Receiving	Training
Controlling	Initiating	Recommending	Undertaking
Coordinating	Innovating	Rejecting	Verifying
Counselling	Keeping	Reporting	
Designing	Limiting	representing	

### Job Specification - Training and experience required

After defining the What and How of the role in the PD, the next part is to **identify the level of experience and qualifications required to be able to do the defined job**. This area becomes key in the recruitment approach and selection criteria, so be very clear what is required as a minimum.

Things to clearly identify (Both Essential and Preferred)

1. Qualifications
2. Relevant Experience
3. Fundamental skill sets to do the job
4. Formal registration required for compliance, e.g. nursing council etc
5. Added to these, as a minimum, all roles at Unitec must have a minimum of:
  - Advance use of MSOffice Suite of software
  - Advanced communication skills, both verbally and in writing in English
  - Ability to work collaborative in teams
  - High level of Innovation and creativity
  - Agile - ability to adapt
  - Advanced customer service skills towards all stakeholders



### Competencies

The next standardised section of all PD's at Unitec includes the Leadership Competencies. Unitec identifies all staff as leaders and work with the assumption that all staff needs to develop a standard set of competencies to be an effective contributor towards the delivery of our Vision and strategic outcomes. The competencies must not be amended.

### Dimensions of a Position

The last part of the PD focusses on a number of dimensions to the role, e.g. will the role have responsibility to maintain an allocated budget, employ people, etc.

The most important dimensions to identify are:

<b>Safety Sensitive role</b>	Is the nature of the role one that can put any person at risk of physical harm or injury?	If so, this role will require a Health Safety evaluation during recruitment. This could include drug and alcohol screening
<b>VCA role (Vulnerable Children Act)</b>	Will this role work directly or indirectly with vulnerable people or any person younger than 18 years of age?	If so, this role will require Police Vetting to be done as part of recruitment. Any person appointed must have no criminal convictions identified under the VCA act and applicable Unitec Policies.