

JOB DESCRIPTION



Position Title		Level	
Reports to (role)			
Team			
Location			

PURPOSE OF POSITION *Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.*

KEY RESPONSIBILITIES

- A maximum of 5 primary responsibilities for the position
- List in order of importance
- Workplace Safety is mandatory for all Job Descriptions

Key	Tasks required to achieve Key Responsibilities	Measures

KEY RESPONSIBILITIES continued ...

Key	Tasks required to achieve Key Responsibilites	Measures

<p>Leadership</p>	<ul style="list-style-type: none"> ➤ Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service for business as usual activities. ➤ Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed. ➤ Hold direct reports accountable to their responsibilities and results. ➤ Be a role model for effective and positive leadership which is ethical, results driven and future-oriented. ➤ Foster a culture of transparent, effective, timely and appropriate internal and external communication. ➤ Effectively manage change management processes, encouraging innovation, diversity and continuous improvement. ➤ Support the professional development of staff through coaching, mentoring, training and collaboration opportunities. 	<ul style="list-style-type: none"> ➤ Staff understand and embrace organisational culture, directions, goals and client service ethos. ➤ Staff are aware of their responsibilities and expectations in their roles. ➤ Staff feel supported and engaged.
<p>Workplace Safety</p>	<ul style="list-style-type: none"> ➤ Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. ➤ Identify and assess workplace hazards and apply hazard controls. ➤ Report every workplace injury, illness or near miss, no matter how insignificant they seem. ➤ Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> ➤ Responsibilities are embedded in work practices. ➤ Hazards are effectively managed or reported. ➤ Accidents and incidents are reported in a timely manner. ➤ All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:

(what are the minimum educational, technical or professional qualifications required to perform the role)

Essential Skills, Knowledge & Experience:

DIRECT REPORTS

List by job title any positions to be supervised by this role

Approved by:

Signature of the person with the authority to approve the job description and job title

Date approved:

Date upon which the job description was approved

Reviewed by P&C:

Date when the job description was last reviewed by People & Culture