

OVERVIEW: Position Description Templates

NHT has worked with Quartz Consulting to develop TEMPLATE Position Descriptions relevant to all positions of our Award. There are a couple of Position Descriptions at level 2, 3 and 4, which reflect a couple of different roles at those levels. Below is a table summary that shows position titles and the levels they sit against, and then below that is a table that provides an overview of the tasks allocated at each level.

We're aware that the key tasks allocated in each Position Description do not use the language that Houses might prefer. We're not 100% happy with the Key Tasks, and Sample tasks within some position descriptions. However we want to make these available as we know Houses are keen to have them. Any position descriptions you create using these templates as your starting point, will be very useful. Please send them to us, so we can make them available to the Network.

PLEASE NOTE THESE ARE TEMPLATES ONLY. It's up to your House to refine the tasks, and put the information on your House letter head etc.

SACS Award Level	Cleaner/ House Worker	Assistant Administration Officer	Administration Officer Project Worker	Finance/ Admin Officer Project Coordinator	Assistant Coordinator	Coordinator/ Manager	Senior Manager
1							
2	X	X					
3			X				
4				X			
5					X		
6						X	
7							X
8							

The following table provides a brief overview of the tasks allocated to each position – this below has been revised list. Within the position descriptions there is also a longer list of potential sample tasks from which you can select.

PLEASE NOTE THESE ARE TEMPLATES ONLY. It's up to your House to refine the tasks, and put the information on your House letter head etc.

Award Level		Key tasks
2	Cleaner/House Worker	<ul style="list-style-type: none"> • undertake a range of activities requiring the application of established work procedures and exercise limited initiative within clearly established procedures • achieve outcomes which are clearly defined relating to practical activities in the House • assist senior employees with special projects.
2	Assistant Administration Officer	<ul style="list-style-type: none"> • undertake a range of activities requiring the application of established work procedures and exercise limited initiative within clearly established procedures • achieve outcomes which are clearly defined relating to administrative activities • assist senior employees with special projects.
3	Administration Officer	<ul style="list-style-type: none"> • provide secretarial and/or administrative support requiring a high degree of judgment, initiative, confidentiality and sensitivity in the performance of work; • assist with or provide a range of records management services, however the responsibility for the records management service would not rest with the employee; • supervise a limited number of lower classified employees or volunteers; • allow the scope for exercising initiative in the application of established work procedures; • provide assistance to senior employees; and • where prime responsibility lies in a specialised field undertake at least some of the following: <ul style="list-style-type: none"> ○ undertake some minor phase of a broad or more complex assignment; ○ perform duties of a specialised nature; ○ provide a range of information services;
3	Project Worker	<ul style="list-style-type: none"> • undertake responsibility and take initiative for various activities in a specialised area; • supervise a limited number of lower classified employees or volunteers; • co-ordinate elementary service programs; • provide assistance to senior employees; and • where prime responsibility lies in a specialised field undertake at least some of the following: <ul style="list-style-type: none"> ○ undertake some minor phase of a broad or more complex assignment; ○ perform duties of a specialised nature; ○ provide a range of information services; ○ plan and co-ordinate elementary community-based projects; and ○ perform moderately complex functions including social planning, demographic analysis, survey design and analysis.

4	Finance/Admin Officer	<ul style="list-style-type: none"> • ensure effective, efficient and accurate financial operations are maintained, and alert the Board/Committee of any financial information which could impact on budgeted figures; • prepare accounts payable and receivable files, processing and payment; • ensure that reconciliation and payment of all obligation, including BAS, PAYG, superannuation, and insurances, occurs in a timely manner; • monitor cash flow and cash management, aquite and reconcile all accounts • prepare monthly financial reports for the Board/Committee; • provide grant acquittal reporting as required; • identify, provide advice and recommendations on cost efficiencies and process improvement opportunities; • maintain relevent employee records
4	Project Coordinator	<ul style="list-style-type: none"> • exercise judgment and/or contribute critical knowledge and skills where procedures are not clearly defined; • perform duties of a specialised nature • although still under general direction, there is greater scope to contribute to the development of work methods and the setting of outcomes. • provide administrative support of a complex nature to senior employees; • provide assistance on grant applications, research and planning • develop, control and administer records management • discuss techniques, procedures and/or results with clients on straight forward matters; • lead a team within a specialised project; • assist senior employees with the planning and co-ordination of a community program of a complex nature. • resolve operational problems and identify work process improvements
5	Assistant Coordinator	<ul style="list-style-type: none"> • under the direction of the Coordinator and/or Senior Manager perform whichever duties are assigned related to client activities; • act in place of the Coordinator in their absence, if required; • lead a team within a specialised project; • assist with ensuring the service provided is in keeping with the policies and procedures of the House; • assist with ensuring client’s specific health, hygiene, and social needs are being met while accessing services; • assist with ensuring rosters are completed, shifts are filled, and timesheets completed; and • assist with staff recruitment and induction

6	Coordinator/ Manager	<ul style="list-style-type: none"> • with direction from the Board/Committee plan and direct House's programs; • undertake significant projects and/or functions involving the use of analytical skills; • undertake managerial or specialised functions under a wide range of conditions to achieve results in line with organisation goals; • exercise managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation for either a major single or multi-specialist operation; • undertake a range of duties within the work area, including develop work practices and procedures; problem definition, planning and the exercise of judgment; provide advice on policy matters and contribute to their development; • negotiate on matters of significance within the organisation with other bodies and/or members of the public; • provide advice on matters of complexity within the work area and/or specialised area; • control and co-ordinate a work area or a larger organisation within budgetary constraints; and • exercise autonomy in establishing the operation of the house
7	Senior Manager	<ul style="list-style-type: none"> • with direction from the Board/Committee plan and direct House's programs; • undertake managerial functions under a wide range of conditions to achieve results in line with divisional/corporate goals; • exercise managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation; • develop work practices and procedures for various projects; • recruit, interview, engage and manage employees • prepare budget submissions for the organisation; • develop and implement significant operational procedures; • review operations to determine their effectiveness; • develop appropriate methodology and apply proven techniques in providing specialised services.