Job requirements checklist

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| --- | --- |
| Position |  |
| Job title | Text field |
| Level: | Text field |

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| Things to consider | |
|  | The job description describes the job accurately. |
|  | List the outcomes expected of the job over the next 3 months. |
|  | The job context including:   * hours/days of work and possible flexibilities * office-based, mobile or outside work * physical demands on the job holder * mental demands on the job holder * number of people the job supervises * coaching and mentoring requirements * level of supervision/oversight of the job * authority the job has for decision making * key stakeholders – internal and external. |
|  | Inherent Job requirements including:   * job-specific or technical knowledge * skill with technology, tools, equipment or vehicles * abilities such as communication, collaboration, problem solving, analysis, leadership, organisation * licenses and qualifications * personal traits such as resilience, flexibility, managing ambiguity, concern for others, thrive in a fast-paced environment * values important for this job. * other requirements, including diversity. |