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.
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| [ ]  | 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.
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