Place your organisation's name here

Place your organisation’s logo here

# Role description template

Use this template to help develop role descriptions for your organisation.

Role title

Description of organisation (brief description of the organisation and its activities)

**Primary purpose of role** (Brief description of how the role contributes to the overall work of the organisation)

**Duties of this role** (Outline the duties the worker will carry out on a day-to-day basis)

**Objectives of this role** (List 3 or 4 key objectives – at least one should refer to how the role contributes to maintaining a Child Safe environment)

**Accountability** (Identify the role title the worker reports to e.g. Manager, Director etc.)

**Conditions of appointment** (Specify if the position is full-time or part-time, and what hours will be worked. Mention whether it is a volunteer or paid position, and detail pay and conditions)

## Performance criteria

|  |  |
| --- | --- |
| Qualifications |       |
| Knowledge and skills |       |
| Experience |       |
| Personal qualities |       |
| Availability |       |
| Other requirements |       |
| Policy expectations |       |
| Pre-employment checks |       |

This template was developed by the NSW Office of the Children’s Guardian.
For more free child safe templates and other resources, please go to [ocg.nsw.gov.au/our-resources](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Focg.nsw.gov.au%2Four-resources&data=05%7C01%7CSimon.Luckhurst%40ocg.nsw.gov.au%7C7792f21f82e04925ce3c08da7e6ef8bf%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637961312331889304%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=g7UZJF%2BA2gM%2By%2FeD9OAJVV3WvswSgg5iX%2BwQvfZqr9g%3D&reserved=0)