POSITION DESCRIPTION



Position Description Classification Approved	Date
Human Resources Branch	

POSITION DETAILS	
Position Title:	
Position Number:	
Classification:	
Faculty/Division:	
School/Branch:	
Reports to (position title):	
Delegations:	
Special Conditions:	Reasonable workplace adjustments will be made for people with a disability
Significant Working Relationships:	•
POSITION SUMMARY	
KEY RESPONSIBILITIES	
	•
	•
	•
Other reasonable duties commens	urate with classification level.

PEOPLE MANAGEMENT RESPONSIBILITIES

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CAPABILITIES AND BEHAVIOURS

Use the Capability Dictionary at the link: http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

SELECTION CRITERIA	
Knowledge and Experience:	
1.	
Qualification/s:	
•	

Recruitment Handbook	Recruitment Procedure	Effective Date:	11 May 2016	Version 2.4	
Authorised by	COO and Vice-President (Services and Resources)	Review Date:	11 May 2019	Page 10 of 12	
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.				