

The Talent Blueprint Guide to Writing a Great Position Description

You've decided to create a new role in your business and know that you need to write a comprehensive and compelling position description – **but where do you start?** Staring at a blank piece of paper can seem overwhelming, and reworking position descriptions of the past can result in a position description that is not tailored to the role.



But how do you know what's most important to include, and how do you know what to leave out so people don't fall asleep before they've even reached the end?

We've created **The Talent Blueprint Guide to Writing a Great Position Description** to help get you started.



What is a Position Description?

Defining a role before you begin marketing it to potential applicants is the first step of the recruitment process. It allows you as the employer to evaluate the role, identifying why this job is required by the business, how it fits into your current organisational structure and understanding your expectations for the ideal candidate.

An up-to-date position description allows you to flesh out the role and focus your marketing to find the candidate that fits the mould. The key to a great position description is to describe the job itself and not the person you visualise in it.





Checklist for content to be included in a position description.



Job Title

The title of your role is critical as this is the first thing applicants will see. The title should summarise the role in 2 – 4 words, avoid making it too complicated or wordy. It can be beneficial to research other similar titles in the market that align with what you are creating. Also try to avoid titles that reflect your internal structure but are meaningless to clients or other external stakeholders.



Position Summary

The summary of the position will outline the objectives and major goals of the role. It should enable readers to understand what is expected by clearly defining the work to be performed by the individual that will fill the position. This detailed description can be utilised as the criteria for evaluating performance once the role is filled, enabling the hiring manager to identify what listed objectives the employee is exceeding or not meeting during their employment.



Department Name

Identifying what department the role is located in will help you and the candidate to understand where the employee fits in the team structure. It also helps you to evaluate if the responsibilities could be shared amongst the current team, or if a team member could be promoted to fill the position.



Reporting Relationships

Identifying the internal reporting relationships clarifies who will be responsible for managing this new individual and, depending on the role, who will be reporting to the individual as well.



Location

The location of the position indicates where this person will be based majority of the time. This can be work from home, office based, site based, FIFO, flexible etc. Include the physical company address of office or site-based work is required to determine if applicants live within an appropriate distance to travel.



Key Responsibilities

Complete a bullet point list of the key duties and responsibilities to be completed by the individual in the role. Be as specific as possible but try to highlight the core areas only. What are they key responsibilities they will be assessed against in the performance reviews?



Qualification/s and/or Level of Experience

Identify the required qualifications and/or level of experience needed to apply for the role. Be realistic about what the role actually needs. If a certain qualification or number of years experience is essential, make this very clear to minimise unwanted applications.



Experience Requirements for the Position

The experience requirements for a role can be split into two categories: essential and desired. Be realistic about what experience the role needs, what is preferred, and what can be taught on the job. For example, it may be essential for your business that the individual has experience within a certain industry, however experience working with a particular program might only be preferred, and for the right candidate can be taught on the job.



Training Provided

Some roles may have certifications or duties that are company or industry specific. In these instances, specific training or courses may need to be provided to the right candidate. Include details of any training provided as this will not only be seen as a potential benefit but could impact the expected level of qualification and experiences.



Capacity

Define the employment basis – is the role a full-time, part-time or contract basis? If completing a contract, it is important to define the contract period, whether this be 3 months, 6 months, 12 months, or whatever you require. If the role is part time, state the expected hours, and what days are required if known.



Probation and Notice Period

Identify the probation period the employee will need to pass to secure their longer-term employment. Include the required notice period for the potential future resignation of the future employee. This can be 2-4 weeks for full-time roles or a minimum time frame, such as 24 hours for casual roles, this can be dictated by the notice period for similar existing roles or your predicted timeline for the length of time you will need to replace this position.



Salary

Define a salary range to help you identify how much the role is worth and how much you intend to pay the individual, and whether this will be an annual salary, hourly rate etc. Get in touch with the Talent Blueprint team for advice on current salary ranges for various roles.



Position Benefits

Some roles come with position specific benefits such as a company car, laptop, mobile or work/life balance. Also include any standard benefits that employees at your company receive. Listing any available benefits can assist in marketing your role to the available talent pool.