# Job analysis

A job analysis is completed before you advertise for new employees, it allows you to work out exactly what the business needs and to identify ways in which an existing role could be adapted. After you have completed a job analysis for a position, it will be easier to write the position description.

Use the template with examples below to create your own job analysis.

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| General Details | |
| Date of review |  |
| Reviewed by |  |
| Job title | *Piggery attendant* |
| Award | *Pastoral Award 2010* |
| Classification | *Piggery Attendant Level 4 (PA4)* |
| Reports to: |  |

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| Duties and Responsibilities | | | |  |
| Duties and responsibilities | **Major Functions** | **Selection criteria, competence and experience** | **Qualifications: Essential (E) or Desirable (D) ?** | |
| *Assisting with livestock* | *Animal husbandry* | *Able to work largely unsupervised , previous experience as an assistant piggery attendant* | *Cert II in Agriculture (E)* | |
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| General overview of the position |
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| Validation and future review date | |
| Validated by |  |
| Next review date |  |