# Position Description Templates

Detailed Position Descriptions are an essential start to recruiting new employees. They can help you find the right person for the job and explain what you expect from your new employee(s).

Writing a position description will help clarify the skills and traits you need the new employee(s) to have.

## Step 1: Conduct a job analysis

Before you recruit, you need to understand the position you are trying to fill and the type of person required to fill it.

A job analysis helps you work out the tasks you want performed and the skills, knowledge and abilities needed to perform them.

## Step 2: Outline the type of role or job to done

* Which parts of the farm system will the employee be working in?
* What are the specific jobs to be done in each of these areas?
* What is the level or classification of the position you are trying to recruit for?

## Step 3: Create a position description

A position description should include:

* the job title;
* a summary of the role and how it fits into the business;
* details of the tasks to be undertaken for the role;
* the reporting structures and working relationships that apply;
* levels of performance required; and
* may include time lines for various projects or undertakings

Written position descriptions are important because they set guidelines and expectations and are often used as the basis of performance appraisals.

Once you have outlined the employee’s duties it is important to check that you have described a ‘realistic’ job. Review the list of duties and estimate the time required to do each task. Is the overall job a realistic one? Consult with other staff and family members to make sure that you have identified the role well.

# (job title) Position Description

### <insert employee name>

### <insert position title>

## 1 ORGANISATIONAL RELATIONSHIPS

### Reports to:

< insert the name of the person the incumbent is directly responsible to>

### Supervises:

<insert the name(s) of the person(s) the incumbent is directly responsible for>

## 2 POSITION SUMMARY

<insert overall statement about the position, how it fits into the farm system and working conditions>

## 3 MAJOR RESPONSIBILITIES

<insert a list of the main areas of responsibility the employee has within this position>

## 4 DUTIES

<insert the actual tasks the employee completes as part of the role>

## 5 SKILLS AND EXPERIENCE

<insert the personal attributes needed to perform the role>

### Skills and knowledge

### Training and qualifications

### Work experience

## 6 PERSONAL COMPETENCY

<insert information from below that is relevant to the advertised position>

### Acceptance of direction

* Acceptance of direction and code of behaviour within the business.

### Accuracy and eye for detail

* Demonstration of a concern for accuracy.
* Attention to all requirements of a task and implementation of checking and follow-up.

### Punctuality

* Ability to be punctual on a regular basis and appropriate communication in the event of being delayed.

### Prioritising skills

* Identification of the important operational requirements of the farming enterprise.
* Implementation of priority tasks within the resource capabilities available.

### Confidence

* A quality of self-reliance and boldness.
* A confidence and belief in own ideas and opinions and a willingness to express and act upon them.

### Empathy

* The ability to perceive and understand the feelings of others.

### Flexibility to cope with change

* Demonstration of the ability to instigate, support and cope with change.

### Handling pressure and stress

* The ability to continue to perform well under pressure or in stressful circumstances.

### Initiative

* An ability to take action when enterprise is required.
* Actively seeks out opportunities to make extra contributions to benefit the business.

### Interpersonal skills

* The ability to interact appropriately and successfully with people of all different types and at different levels.

### Listening skills

* The ability to give close attention to someone, follow instruction and involve in discussion.

### Teamwork

* The ability to work with other people towards a common goal.
* To establish effective collaborative relationships with other people in the business.

### Work ethic

* The commitment to work within the boundaries of what is a reasonable industry expectation.

### Communication

* Ability to communicate clearly and effectively via phone, sms, interpersonally or by email, present ideas and to document activities; to source, read and interpret written information.
* To keep all stakeholders up to date.