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| Position Summary |
| Position Title | Insert Position Title |
| Key Relationships | *Reports to…** Who does this position report to?

*Direct Reports…** Who reports to this position?
 | Division/Business Unit | What Division/Business Unit is the position associated with? |
| Job Description Review Date | When will this job description be reviewed? (Put in your diary) |
| Performance Review Date | When will this person get feedback on their progress in the role? |
| General Position Statement |  |
| Key Result Area Summary |
| Priority | Key Result Area | General Summary | Time Allocation (%) |
| 1 | What key tasks must be completed? | What in general do these key tasks contribute to the business? | % of Time? |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

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| Key Result Area and Key Performance Indicators |
| Key Result Area | Performance Criteria | Key Performance Indicators |
| Key Result Area 1 | Key tasks and activities involved in successful completion of the key result area. | These are measures of the success of an individual’s achievements of the key performance criteria. |
| Key Result Area 2 |  |  |
| Key Result Area 3 |  |  |
| Key Result Area 4 |  |  |
| Key Result Area 5 |  |  |
| Key Result Area 6 |  |  |
| Key Result Area 7 |  |  |
| Key Result Area 8 |  |  |
| Key Result Area 9 |  |  |
| Key Result Area 10 |  |  |