|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |  | |  | | |  |

|  |  |  |
| --- | --- | --- |
| 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 |  |  |