



S^tPATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 3.4

Job Descriptions

Version 4: 7 February 2014
Ratified by Board of Directors: Feb 2014
Review Date: Feb 2017





POLICY

It is St Patrick's Technical College's policy that the responsibilities and duties of all employed positions in the College are defined in a job description. We believe that a properly prepared and utilised job description assists the College to ensure all appropriate benefits are directed to employees, is effective to ensure certainty about positions and functions, links to organisational goals and objectives and promotes effective communication regarding assignment of responsibilities and job performance.

GUIDELINES

1. It is the responsibility of all supervisors and managers to prepare and maintain current job descriptions for all positions reporting directly to them.
2. When recruitment is to occur, either for a newly-created or replacement position, a job description is to be either prepared or reviewed.
3. In any event, job descriptions should be reviewed annually to ensure their currency, completeness, accuracy and effectiveness when conducting performance reviews/appraisals.
4. All job descriptions prepared or amended by supervisors or managers shall be stored in a central file under the control of the Business Manager.
5. Management will audit job descriptions to ensure:-
 - 5.1. they comply with the College's Equal Opportunity Policy;
 - 5.2. they are formatted into a standard design;
 - 5.3. they comply with any federal or state laws, awards or regulations which may be applicable;
 - 5.4. appropriate salaries and benefits are applied to the positions.
6. At Patrick's Technical College will apply a standard format in the design of all job descriptions. The job description is to contain a position title, a list of the skills and attributes required for the position, and a description of duties and responsibilities. Against each duty or responsibility should be a description of the performance indicators against which an employee's work performance will be evaluated.
7. The job description should be referred to when all of the following occur:
 - 7.1. when conducting a performance appraisal with an employee;
 - 7.2. when recruitment and selection of employees is conducted;
 - 7.3. when conducting induction, orientation and training for new employees;
 - 7.4. when required on a day-to-day basis to clarify or give direction on responsibilities and duties, or performance requirements.



8. All employees shall receive a copy of their job description when they commence employment and as and when amendments are made to it. The job description should be kept at the employee's work station for ready reference. Employees are encouraged to provide feedback on their job descriptions and offer any comments or suggestions.

RELATED POLICIES

- *3.3 – Recruitment*
- *3.5 – Induction*
- *3.9 – Staff Development*
- *3.13 - Performance Management*