**Position Name Position Description**

|  |  |
| --- | --- |
| **JOB TITLE:** |  |
| **REPORTS TO:** |  |
| **DEPARTMENT:** |  |
| **APPROVED BY:** |  |

|  |  |
| --- | --- |
| **COMPANY VALUES** | |
| **Insert Value one** | **Insert Value three** |
| **Insert Value two** | **Insert Value four** |

|  |
| --- |
| **POSITION OVERVIEW** |
|  |

|  |  |
| --- | --- |
| **KEY RESPONSIBILITIES** | |
|  |  |

|  |  |
| --- | --- |
| **VALUES, ATTITUDES AND PERSONAL CHARACTERISTICS** | |
| * Insert Company Wanted Values, Attitudes and Characteristics | * Insert Company Wanted Values, Attitudes and Characteristics |

|  |  |
| --- | --- |
| **KEY PERFORMANCE INDICATORS (KPI’s)** | |
|  |  |

**Please note: Additional and more specific responsibilities, authorities and key performance indicators are defined in annual performance reviews.**

|  |  |
| --- | --- |
| **SIGNATURE** | |
| **EMPLOYEE NAME** |  |
| **EMPLOYEE SIGNATURE** |  |
| **DATE** |  |