



### Position Description Review 2025

# What is a position description?

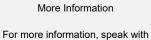


A position description describes a role's responsibilities, duties, and objectives, including qualifications, skills required, and the role's place within CASA.



A position description belongs to a role and not a person. That's why we write position descriptions to fit CASA's business needs and not to fit an individual.





your manager, visit Horace, or email <u>Workforce Planning</u>.

#### Why do we have position descriptions?

Position descriptions clearly define a role's scope and core objectives. As a result, you and CASA understand the role's expected activities and, to an extent, the role's expected contribution. A position description provides employment context for the role and the person in that role.

## Why are position descriptions important?

A role's position description is one of several documents that provides context by:

- Ensuring you understand the role and your responsibilities which grows your agency in that role and the contribution you make to CASA.
- Helping attract qualified candidates during recruitment activities by clearly outlining a role's responsibilities, experience, qualifications and licencing requirements.
- Complementing other employee documents such as CASA's work level standards, the CASA Performance Agreement and Communication Scheme and individual development plans.

#### What are the key elements in a position description?



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A CASA PD includes information of where a role sits within CASA, the Job Family Framework and other information including the role's:

- Key responsibilities.
- Experience, skills and capabilities.
- Eligibility (to be employed).
- Qualifications, licenses and experience.