|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | | |
| Project Name: |  | | |
| Commence: |  | End: |  |
| Project Manager: |  | | |

1. ROLE

<High level summary of what they will be required to do.>

1. LOCATION

<Where will this job be performed? Multiple locations may be relevant.>

1. REMUNERATION

<How much will they be paid, and on what terms? Additional benefits such as leave allowances should also be documented here.>

1. RESPONSIBILITIES

<What tasks will they engage with over the life of the project?>

| WBS ID | Task name | Role |
| --- | --- | --- |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
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|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |

1. COMPETENCIES

| Essential skills | Desired skills | Training need(s) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. DELEGATED AUTHORITY

<What project decisions is this person allowed to make?>

1. ACCOUNTABILITY

<Who does this person report to? Who reports to them? You can illustrate these relationships in an **organisational chart**.>

SIGNATURE Name & Title

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