**Role Position Description Update/Review**

When was the last time you reviewed your employees’ role/position descriptions?

As your business grows and develops, naturally so do each of your employees’ roles. It is a good idea to revise and review these details regularly to make sure you and your staff are on the same page. It also helps to identify areas of excess capacity, weakness and strength.

Below is a simple template you can follow to create, review, and/or update your company's role/position descriptions.

1. List all the task your employee completes daily.

|  |
| --- |
| E.g. answer phone calls from clients  |

1. List all the tasks your employee completes weekly.

|  |
| --- |
| E.g. update business social media accounts  |

1. List any other project your employee has completed in the last 6 months.

|  |
| --- |
| E.g. create a new process for logging customer enquiries and roll out across the business |

1. From the above lists, select the 5 most important/consistent tasks.

|  |
| --- |
|  |

1. List your employees’ key performance metrics.

|  |
| --- |
| E.g. calls per minute  |

1. What qualifications and experience are required for this position?

|  |
| --- |
| E.g. Bachelor’s degree in …  |

**Putting it all together:**

**Job Title:**

|  |
| --- |
|  |

**Reports to:**

|  |
| --- |
|  |

**Brief Description of the Position [1-2 sentences]:**

E.g. The employee will be responsible for ensuring the smooth operation of the department by completing assigned tasks and assisting other team members when required.

|  |
| --- |
|  |

**Key Responsibilities:**

|  |
| --- |
| E.g. Updating company social media accounts 1.
2.
3.
4.
 |

**Required Qualifications and/or Experience:**

|  |
| --- |
| E.g. Bachelor’s degree in …  |

**Performance Metrics to be Used:**

|  |
| --- |
| E.g. Calls per day  |