# JOB DESCRIPTION

**Job Title:**

**Department:**

**Campus/Location:**

**Responsible to:**

**Purpose Statement:**

**Key Accountabilities:**

1. Accountability

Duties and Responsibilities

1. Accountability

Duties and Responsibilities

1. Accountability

Duties and Responsibilities

(Most positions will have between 3 and 8 key accountabilities)

1. Accountability

Duties and Responsibilities

(Month & Year)

# PERSON SPECIFICATION

**Qualifications:**

**Experience:**

**Skills, Knowledge, Abilities, Personal Attributes, Behaviors, Competencies:**

**Additional Pre-Employment Checks:**

Requirement to pass a Criminal and Traffic Convictions (Security) Check performed by the Ministry of Justice **(Delete if not applicable to the position)**

Requirement to pass a Credit History Check performed by Veda Advantage Personal Information Services. In addition, there is a requirement to pass a ‘No Asset Procedure (NAP)’ Credit History Check performed through the Insolvency and Trustee Service, Ministry of Economic Development. **(Delete if not applicable to the position)**

Requirement to pass a Health Assessment Pre-Employment Check as outlined in the ‘additional information’ section of this Job Description. **(Delete if not applicable to the position)**