# 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, Behaviours, 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)***