

RACI Job Description Template

Position Title:		Job Class Level:	
Reporting To:		Department:	
Location:		Incumbent:	
Basic Functions			
Why does this job exist?			
Primary Role			
In one paragraph describe high level results to be achieved:			
Secondary Role (if applicable)			
Are there other roles for this job?			
Accountable For:			
List <u>Accountabilities</u> from RACI chart here:			
Specific Responsibilities and Results to be Achieved			
List <u>Responsibilities</u> from RACI chart here:			

Relationships and Interdependencies Critical to Success of Organization

Describe nature of relationships with other positions such as:

- Boss
- Peers
- Support groups
- Suppliers of services
- Others

Growth and Development Activity for this Role

What skills need to be developed in this role to progress to the next level?

Performance Measured by:

- ROCE?
- Profitability?
- Effective management of costs and overheads?
- Employee engagement/retention?
- Compliance?
- HSE performance?

Qualifications

Experience:

- **Minimum experience**
- **Different types of experience?**

Knowledge:

- Market?
- Business?
- Technical?
- Operational?
- Job specific?

Interpersonal Skills:

- Negotiation?
- Diplomacy?
- Conflict resolution?

Communication (verbal, written):

- Verbal?
- Written?
- Public speaking?

Leadership:

Educational Requirements

Education Level		Highest/Minimum
Type of Designation		Required/Asset
Specialized Education		Required/Asset
Supplementary Education		Required/Asset

Physical Requirements (if any)

Safety Requirements (if any)

Safety certificate Requirements	Level (if applicable)
WHMIS	
H2S	
First aid	
Lock-out	