

# Position Description Builder (PD builder)

## FAQs

### 1. How was the position description (PD) builder developed?

The PD builder was developed in collaboration with stakeholders from the disability sector. The content was designed, tested and refined with participants and NDIS providers.

### 2. Who is the tool for?

The tool is for use by anyone who wants to create a position description for an NDIS worker. There are two versions tailored to the needs of different users: NDIS participants (and their family and/or carers), and NDIS providers.

### 3. Why should I use the tool?

The tool will help you to create PDs that are comprehensive and based on the capabilities you are looking for in workers. It draws on the NDIS Workforce Capability Framework and provides guidance on the type of information you may want to include. The online template provides customisable fields to guide new or experienced users.

Position descriptions are useful to provide information to potential workers when recruiting and as a basis for setting expectations and providing feedback to existing workers.

NDIS providers and self-managed participants are encouraged to use the position description tool to support application of a common set of capabilities across the sector.

### 4. I do not currently use the NDIS Workforce Capability Framework in my PDs. Why should I do this?

The NDIS Workforce Capability Framework describes the attitudes, skills and knowledge expected of all workers funded under the NDIS. Using these capabilities in your PDs can give your workers and potential candidates a clearer understanding about both the 'what' and the 'how' work should be done. You can then add further information relevant to the specific needs of the role.

### 5. How does the tool link to the NDIS Workforce Capability Framework?

When you are building your PD, you will be asked to select the "type of work" before you can download your PD. The type of work is directly linked to the Framework, and the relevant core capabilities and any additional capabilities you have selected will automatically populate in the PD you are building.

It is important to note that the PD will populate the descriptors for each capability but not the detailed behavioural indicators. You should refer to the Framework to see this level of detail and request your worker(s) review it as well, using the online interactive version of [the Framework](#).

## **6. When should I use the tool?**

You can use the tool to describe new roles or to review existing PDs to incorporate the Framework capabilities into your existing PDs. Position descriptions are very useful as a basis for recruiting new workers and for setting expectations and providing feedback to existing workers.

## **7. How do I use the tool?**

The tool is simple and easy to use. Open the NDIS PD Builder, select 'Create your position description' and follow the prompts to complete your PD.

## **8. How does the tool work?**

The PD builder is an interactive tool. Once you select the user type (NDIS participant or NDIS provider), you will be prompted to enter information into the fields relevant for the role you are describing. Once you choose the type of work, the tool automatically loads the relevant capabilities into the template.

## **9. How long does it take to complete the PD?**

The time will vary depending on the role but usually takes less than an hour to complete.

## **10. Can I save my progress and come back?**

No. To protect your privacy, no data from the tool is saved to the NDIS Quality and Safeguards Commission website. If you do not have all the information you need to complete each field in one sitting, you can download an incomplete PD once you have completed the fields on the first two pages of the tool, then finish it offline. The fields to be completed on the first two pages include position title, position purpose, and selection of the type of work.

Once you have selected the type of work and any relevant additional supports provided by the role, the capabilities will automatically populate from the NDIS Workforce Capability Framework into your PD. If you choose to download your incomplete PD at that point, you can also download an offline user guide to guide you as you fill in the remainder of the form.

## **11. Can I use the tool offline?**

Yes. To do this, you need to complete the first 2 pages in the PD builder so that the capabilities are loaded into your template.

## **12. The tool doesn't include all the information I would like in a PD. Does this mean I can't use the tool?**

You can still use the tool. You can insert or delete the information relevant to you once you download the PD. The template will include the generic capabilities relevant to the role you enter. You can then add further information relevant to the specific needs of the role.

## **13. What if I don't have Microsoft Word?**

The PD that you download is compatible and will open in Apple Pages and Google Docs.

## **14. Do I need to use the tool for all my PDs?**

The tool is not mandatory for any role.