Position Description Builder for Providers

Guide to complete template offline

NDIS Workforce Capability Framework

Contents

Introduction

This guide is for NDIS providers to complete a position description downloaded from the [Position Description (PD) Builder](#).

Where possible it is recommended that you complete your position description in the online PD Builder. You can then download the completed template.

If you are unable to complete all the information in one sitting, you can download the partially completed template once you have filled in the mandatory fields, which are:

- Position title
- Position purpose
- Type of work
- Additional capabilities

Once you have completed these fields, the relevant Framework capabilities will populate the template based on the type of work you selected. You can then download the template.

This guide explains how to fill in the remaining sections of the position description.

Purpose of position

Organisation name

Enter the name of your organisation.

Position Title

You will complete this section in the online PD builder.

Position purpose

You will complete this section in the online PD builder.

Type of work

You will complete this section in the online PD builder.

Capabilities

The capabilities will be downloaded by the online PD builder based on the type of work you selected. For more information about the capabilities and to see details about the behaviours and knowledge required for each, refer to the NDIS Workforce Capability Framework (the Framework).

Employer information

Company Overview

Enter a short overview of your organisation.

For example:

- Company A is an NDIS provider based in Brisbane, offering general and specialised hearing support services to NDIS participants.

Company Values

Workers often look for organisations that have values aligned with their own. You may want to describe your organisation's core values here.

For example:
- We are a local service provider committed to social justice and strengthening community
- Our purpose is to empower our participants to live their lives with choice and dignity
- We aim to break down disability barriers to ensure that people of all ages and abilities have equal access to life's opportunities
- We support our employees and take a partnership approach to development

Work Location

Enter information about where the worker will be expected to work.

Tip:
- Note if the position requires working in a single or multiple locations, and if the location(s) may change over time.
- Also note If you expect the work to be carried out in more than one location.

For example:

- Work location: Multiple locations in Geelong and greater Geelong region.

Organisational relationships

Provide key contacts for the role and the organisational context.

For example:

- This might be the department or team, supervisor, reporting officer, and any other staff or teams, with which the role is required to interact.

Work setting

It is useful to provide information about the work setting.

For example, the position will mainly be working in:

- Individual participant(s) home
- Group home(s)
- Community settings
- Activity centre(s)
- Central or head office
- Other (Free text field)

Award/ Classification or Grade/ Pay range

This field is for information such as $p/h, $p/a, SCHADS Award, or any other information relevant to pay and conditions, including superannuation.

Type of employment

Enter information on the type of employment, for example:

- Permanent
- Temporary
- Casual

Working hours

Enter the expected working hours.

This field is for information such as whether the position requires regular hours, every week, or irregular hours and different days

For example, work is required:

- Every Monday and Wednesday
- 15 hours of work per week
- On a fortnightly roster

Other conditions

Enter any other conditions that are relevant to the role.

For example:

- Flexible hours or leave conditions
- Training required / training opportunities
- Driver's licence and use of the employee's own car

Responsibilities and requirements

Key accountabilities and responsibilities

Set out the main responsibilities and expectations of the position.

Tips:
- it is not necessary to describe every responsibility and task.
- provide enough information for readers to understand the type of responsibilities required and expectations of the capabilities and behaviours they need to demonstrate (responsibilities may be organisation wide, or specific to supporting an individual participant).
- the tool has already downloaded the capabilities required for the position, so you do not need to repeat those.
- refer to the detailed behavioural indicators in the Framework for ideas on the responsibilities and accountabilities you want to highlight.

You should list no more than 10 responsibilities.

For example:
- comply with the NDIS Code of Conduct to support participants in ways that are respectful and inclusive
- apply principles of positive behaviour support, when supporting participants to implement their behaviour support plan.
- coach and build confidence in participants to develop the skills they need, such as cooking, budgeting, and shopping.
- provide personal care, such as showering, dressing or other tasks, responding flexibly to participant preferences.
- manage staff rostering to match worker capabilities with client's needs and preferences.

Supervisory/ Management responsibilities

List any peer support, supervisory or management responsibilities for other employees.

For example:
- Work collaboratively and provide peer support
- Provide practice leadership and opportunities for workers to reflect, debrief, and share learnings with team members
- Manage staff rostering for a certain district / region

Requirements

Essential requirements

List any essential requirements for the position.

Tips:
- Only include what is essential to perform the role so that workers who are otherwise suitable are not excluded
- The NDIS Commission's Worker Screening webpage contains more information on NDIS compliance requirements

For example:
- NDIS Worker Screening Check (State-based)
- Working with Children's (WWC) check
- NDIS Worker Orientation Module
- Current Driver's Licence
- ABN
- Insurance
- Other (enter details)

Desirable requirements

List any additional requirements that are an advantage but are not essential

Qualifications

Essential qualifications

List any essential qualifications.

For example:
- Cert III in Individual Support
- Master of Clinical Psychology and registered with AHPRA

Desirable qualifications

List any additional qualifications that are an advantage but are not essential.

Skills or experience

Essential skills or experience

Describe any required skills or experience that would be useful to have but not essential.

For example:
- Experience working with people with disability
- Manual handling training
- Experience with mental health
- 1:1 support experience

Desirable skills or experience

Describe any desirable skills or experience that would be an advantage but are not essential.

For example:
- Experience working with people with disability
- Manual handling training
- Experience with mental health
- 1:1 support experience

Budget/financial responsibilities

Outline any budget or financial responsibilities if relevant to the role.

For example:
- budgeting for department or team
- managing and approving expenses for the team.