NDIS Workforce Capability Framework: Position Description Tool

The NDIS Workforce Capability Framework (the Framework) describes the attitudes, skills and knowledge expected of all workers funded under the NDIS. It provides clear, practical examples and establishes a shared language of 'what good looks like' for participants receiving NDIS services and support. This tool supports using the Workforce Capability Framework.

The Position Description Tool supports NDIS participants and providers to develop position descriptions based on the capabilities in the Framework. There is a tailored guide for each group: participants and providers.

Ensuring that you have comprehensive, consistent position descriptions will support both participant and provider goals and provide clear expectations of your workers.

What to expect

This tool supports NDIS participants and providers to create detailed position descriptions that include all the important information of the position and that aligns with the Workforce Capability Framework.

- **Develop:** Create position descriptions that are detailed and clear on the expectations of workers
- **Develop:** Use the interactive tool to put in your information and see the tool automatically load the relevant capabilities
- **Align:** Align your position description with the Framework capabilities and behavioural expectations
- **Outcome:** Develop position descriptions that include relevant requirements and capabilities.

Tool in practice:

Participant: Jen has decided to directly employ her workers as a self-managed participant. She is recruiting workers for the first time and is unsure where to start. It is very important to her that the staff she employs understand the role they will take on and what she expects of them.

Jen uses the **Position Description Tool** to develop a position description that clearly describes the requirements and capabilities she needs from support workers. This helps her when she interviews potential workers to let them know what she expects and to assess if they have the capabilities needed. The position description also provides a guide for her workers when they start.

Provider: NDIS Care do not have human resources support and need to provide their workers with position descriptions to clear up some confusion about their roles.

They find the **Position Description Tool** and are able to develop separate position descriptions for support workers and team leaders. NDIS Care work with some of their participants to include specific requirements workers need to support them. The tool automatically populates the capabilities they choose from the Workforce Capability Framework. NDIS Care uses the position descriptions in their recruitment and to support their workforce in understanding their roles.

NDIS Care also use the **Recruitment and Selection Resources** when recruiting to the positions.

Accessing and using the tool

The Position Description Tool is available online. The tool is simple and easy to use. Open the Position Description Tool, select 'Create your position description' and follow the prompts to complete your position description.

Access the tool: Position Description Tool | NDIS Workforce Capability (ndiscommission.gov.au)

You can complete the tool in one sitting or download as a Word document once the introductory information is entered.

For more information about the Framework or its implementation, visit the website: https://workforcecapability.ndiscommission.gov.au/.

Contact: workforcecapability@ndiscommission.gov.au or 1800 035 554.