

## Position description template for senior management and leadership

This position description template has been developed to support use of the NDIS Workforce Capability Framework's Position Description Tool. This template is fully accessible for those who use assistive technology such as a screen reader. You can also [access the website](#) to view the Position Description Tool, the Framework and other resources.

### Core capabilities

The below core capabilities are expected of any person working in senior management and leadership for the NDIS. Review them carefully. For more information about the capabilities, or to understand to a greater extent the behavioural indicators please visit the NDIS Workforce Capability Framework.

#### Senior management and leadership

##### Create an enabling work environment:

- **Establish and embed NDIS values in organisational culture and practice:** Set up and communicate business values and workplace culture to promote and reinforce the principles of the NDIS, such as upholding human rights, celebrating diversity and respecting the voice of those with lived experience.
- **Build consistent, good practice:** Ensure organisational policies and procedures enable, support, and reinforce good practice. Establish processes to measure and adjust services to continually improve the quality and reliability of support.
- **Establish systems to support health and manage risk:** Design approaches to manage health and risk, consistent with the rights of people with disability to take and learn from risks, NDIS and organisational values, and the right of workers to a safe work environment.
- **Establish a learning culture to support workforce capability:** Create an organisational environment that sets and meets high quality service standards, promotes life-long learning and development, and supports career development for workers in disability and the wider care sector.

## Position description

Position type	Senior management and leadership
Position title	
Work location(s)	
Employment type	
Working hours	
My values and expectations	
Pay range/award	



**Position purpose**

**Key tasks and expectations**

**Key relationships**

**About me**

**My preferences**

Essential requirements	
Qualifications	
Essential skills or experience	
Desirable skills or experience	

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### Additional identity capabilities

For this role in particular, the below identity capabilities are required. Tick as required.

Be responsive to participants' Aboriginal and/or Torres Strait Islander identity	
Be responsive to participants' culturally and linguistically diverse identity	
Be responsive to participants' LGBTIQ+ identity	