

Position description template for supervision and frontline management

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 supervision and frontline management 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.

Supervision and frontline management

Manage, supervise and coach others:

- **Model and reinforce values in organisational culture and practice:** Support and model a culture that promotes the principles of the NDIS, such as upholding rights, celebrating diversity and respecting the voice of those with lived experience.
- **Promote quality through consistent good practice:** Set clear expectations of what best practice looks like, provide access to support and coaching, and develop worker awareness and capabilities to deliver quality supports and services.
- **Support health and manage risk:** Implement policies, procedures and systems for effective health and risk management so that workers know their roles and responsibilities, look out for their own safety, and balance dignity of risk with duty of care when supporting participants'.
- **Foster and develop a capable workforce:** Support workers to understand capability expectations at different levels, provide constructive feedback, and create informal and formal opportunities for them to develop their capabilities and build a career.

Position description

Position type	Supervision and frontline management
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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	

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	