



4.1 Guiding principles - Roles and responsibilities statements

Scope

These guiding principles assist Special Purpose Vehicles (SPV) with roles and responsibilities statements for all positions.

Roles and responsibilities statements

A roles and responsibilities statement should outline the scope of a position within the SPV.

It is important that roles and responsibilities statements contain all relevant information to ensure potential and existing employees are fully informed of their specific role. The job description should include, but is not limited to, the following:

- identifiers (i.e. position title, position reference number, supervisor, work unit, location)
- purpose of position
- nature of work
- specific accountabilities/deliverables
- financial responsibilities and authority
- management responsibilities
- working conditions
- organisational design
- essential and desirable qualifications, knowledge, skills and experience.

A template for the organisational design is provided in 1_13_T Organisational Design.

More information

For more information, please visit www.dip.qld.gov.au or email SPV@dip.qld.gov.au.