**P O S I T I O N D E S C R I P T I O N**

**NOVA SCOTIA HEALTH AUTHORITY**

**AND THE IWK HEALTH CENTRE**

|  |  |
| --- | --- |
| **Position Title:** | **Portfolio/Program:** |
| **Location:** | **Zone:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HR/People Use Only** | | | | | |
| **Band:** | **Position #:** | **Management** | **Non-Union** | **Union** | **Date:** |

**REPORTING RELATIONSHIPS**

**The Position Reports to:**

**Titles and Number of Positions Reporting to this Position:**

**PORTFOLIO/PROGRAM AREA**

***Briefly describe the program area. The description can include whether the services provided are multi-site, multi-disciplinary, provincially or regionally focussed, nature of population cared for, etc.***

**POSITION SUMMARY**

***Briefly, (2-3 sentences) describe the main purpose of the position.***

**SPECIFIC ACCOUNTABILITIES**

***Beginning with the most important, provide a list of 4-7 main responsibilities as well as the expected end result. It can be in the form of a statement including the accountability and the expected result or a broad heading with the most important specific tasks and end results in bullet form.***

**KNOWLEDGE**

***Include the minimum level of formal education required, including any mandatory certification and/or licensure required to perform the accountabilities of the position.***

**COMPETENCIES**

***Include knowledge, abilities and behaviours required to be able to competently achieve the accountabilities. Include the nature and amount of relevant previous experience.***

**KEY RELATIONSHIPS**

***Include the relevant relationships and contacts and required to competently achieve the accountabilities. Include the nature of the relationship.***

**DECISION MAKING**

***Include how knowledge and skills are applied in decision making. Include the usual types of decisions, the context of decision making (ie., stakeholder consultation) and level of authority (ie., provision of analysis and recommendations)***

**STRATEGIC THINKING**

***Describe the typical creativity and problem solving applied in competently achieving the accountabilities. Include the need to make revisions to existing approaches, develop new solutions, determine courses of action, make recommendations, etc.***

**DIMENSIONS**

***Include the most relevant approximate, measurable areas, both direct and indirect, that the job impacts. These areas should include the number of staff managed and the annual budget.***

**IMPACT OF RESULTS**

***Include the typical impact of the achievement of the accountabilities on the organization, department, program, unit, patient, etc.***

**WORKING CONDITIONS**

***Consider the usual environment in which the position is performed and describe the degree of exposure to unavoidable physical, sensory and mental pressures.***

**PHYSICAL ENVIRONMENT**

**PHYSICAL EFFORT**

**SENSORY ATTENTION**

**MENTAL PRESSURES**

**OTHER INFORMATION**

***Briefly describe any other relevant, position related information that is not included elsewhere.***

**APPROVAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (please print)** | **Signature** | **Date** |
| **Prepared by:** |  |  |  |
| **Approved (Supervisor):** |  |  |  |
| **Human Resources** |  |  |  |