

Creating a new role description

Guidance to help you create a new role description.

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Role descriptions

A role description (RD) is a high level overview of a job. A role description explains:

- why the role exists
- what the role delivers
- the context in which the role operates, and
- how it operates

The [role description development guidelines](#) explain what should be included in role descriptions. A range of tools and resources including a library of [sector role descriptions](#) and a web based [role description builder](#) are also available to use when developing role descriptions.

Role review

Before you begin to update an existing role description, you should review the role, to determine if there is a continued need for the role in its current form, if the role's contribution to organisational objectives should change, if the selection of focus capabilities is still appropriate, etc. (See: [Strategic workforce planning](#)).

Role analysis

Before creating a new role description, you should undertake a [role analysis](#). A role analysis is a systematic examination of the purpose, responsibilities and scope of a role in supporting business objectives.

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When creating a new role description:

- Look for commonality across roles to identify if a role description can cover more than one role.
- Describe outcomes instead of processes or tasks.
- Avoid duplication within the role description.
- Include information that is likely to stay the same over time and that will be understood by both internal and external applicants.
- Select capabilities using the NSW Public Sector Capability Framework and Occupation Specific Capability Sets where relevant.
- Consult the **Capability Comparison Guide** for assistance in determining capability levels.
- Include key knowledge and experience requirements.
- Use the **Work Level Standards** as the basis for Senior Executive Roles.

Need more help creating role descriptions?

Visit the role description resources page for more supporting tools.

[Go to role description resources](#) →