

Sector role description library

Browse role descriptions for roles that are common in the NSW public sector.

This library contains role descriptions for roles that are common in the NSW public sector and are expected to be found in many agencies. They have been developed in consultation with the sector and are quality assured and designed to meet current needs and future directions.

Sector role descriptions are a practical resource that will save much of the work involved in developing role descriptions. They provide consistency, which will support employee mobility, create clarity around work expectations and enable more effective workforce planning.

Some essential information, such as the role dimensions, needs to be added to a sector role description to produce a complete role description. When using these sector role descriptions, please refer to the [sector role description guide](#) and the [sector role descriptions frequently asked questions](#).

Sector descriptions have been transferred to the new role description template. The content has remained the same for most of the role descriptions.

For further information, or to provide feedback on the sector role descriptions, please [contact us](#).

Access the sector role description library

Administration sector role descriptions

Non-executive administration roles from grades 1/2 to 7/8.



Asset management role descriptions

Executive roles bands 1 & 2 and grade roles from 7/8 to 11/12.



Executive sector role descriptions

Executive role descriptions for agency heads, policy, professional/technical, regulatory/compliance and service/operational delivery functions.



Executive support role descriptions

Non-executive level executive support roles from grades 5/6 to 11/12.



ICT sector role descriptions

Executive roles bands 1 & 2 and grade roles from 3/4 to 11/12.



Policy sector role descriptions

Executive and non-executive policy role descriptions.



Procurement sector role descriptions

Executive and non-executive procurement role descriptions.



Project sector role descriptions

Executive and non-executive project role descriptions.



Sector role description guide

Detailed guide to completing a role description.



Sector role description FAQs

Information on how to use and adapt the sector role descriptions.

