**Job Architecture Template**

**Customizable Written Example;**

1. **Job Title:**

[Enter the job title]

1. **Job Summary/Objective:**

[Provide a brief overview of the purpose and goals of the position.]

1. **Responsibilities/Duties:**

[List the main responsibilities and tasks associated with the job. Use bullet points for clarity.]

1. **Qualifications/Requirements:**
	1. Education: [Specify the required education level, degree, or certifications.]
	2. Experience: [Outline the necessary work experience or skills.]
	3. Skills: [List specific skills required for the job.]
2. **Reporting Structure:**

[Explain the position's place in the organizational hierarchy and provide information on who the role reports to.]

1. **Key Performance Indicators (KPIs):**

[Define the key metrics or goals that the employee in this role is expected to achieve.]

1. **Competencies:**

[Identify the core competencies, skills, and behaviors necessary for success in the role.]

1. **Career Path:**

[Describe potential career progression or growth opportunities associated with the position.]

1. **Salary Range:**

[Provide information about the salary or salary range for the position.]

1. **Additional Information:**

[Include any other relevant information about the job, such as working conditions, travel requirements, or special considerations.]

1. **Approval:**

[Space for signatures or approval information.]

**Customizable visual example:**

