



What This Tool Does

This tool helps you create a clear and structured job description based on the competencies required for the role. It ensures alignment between role expectations and how candidates will be assessed.

When to Use It

- After identifying priority competencies
- When creating or revising a job posting
- When aiming to improve clarity and consistency in hiring

What You'll Do

- Write a clear summary of the role
- Define key responsibilities based on actual work
- Include priority competencies
- Describe what effective performance looks like
- Use inclusive and flexible experience requirements

Role / Job Title:

Use a clear, commonly understood title that reflects the work being done. Avoid internal jargon where possible.



About the Role

In 2-3 sentences, provide a brief, plain-language summary of the role and its purpose.

Example - This role supports [team / project / function] by coordinating tasks, maintaining documentation, and supporting day-to-day operations.

Key Responsibilities

List 5–8 core responsibilities that reflect the actual work of the role. Focus on tasks and outcomes.

Example - Coordinate tasks and timelines across team members; Prepare and maintain documentation, records, & reports; Support scheduling, tracking, or follow-up activities;



Priority Competencies

Select these based on the Competency Match Prioritization Guide. The following competencies are essential for success in this role and will be used to assess candidates

What Effective Performance Looks Like

Briefly describe what “good” looks like in this role.

Example - Someone successful in this role is able to organize their work, communicate clearly with others, follow through on tasks, and adjust when priorities change.



Tools or Work Environment (If Required)

List tools or environments only if they are genuinely required.

Example - Project tracking tools or spreadsheets; Document management systems; Office, construction, or hybrid work environments

Education, Training, or Experience

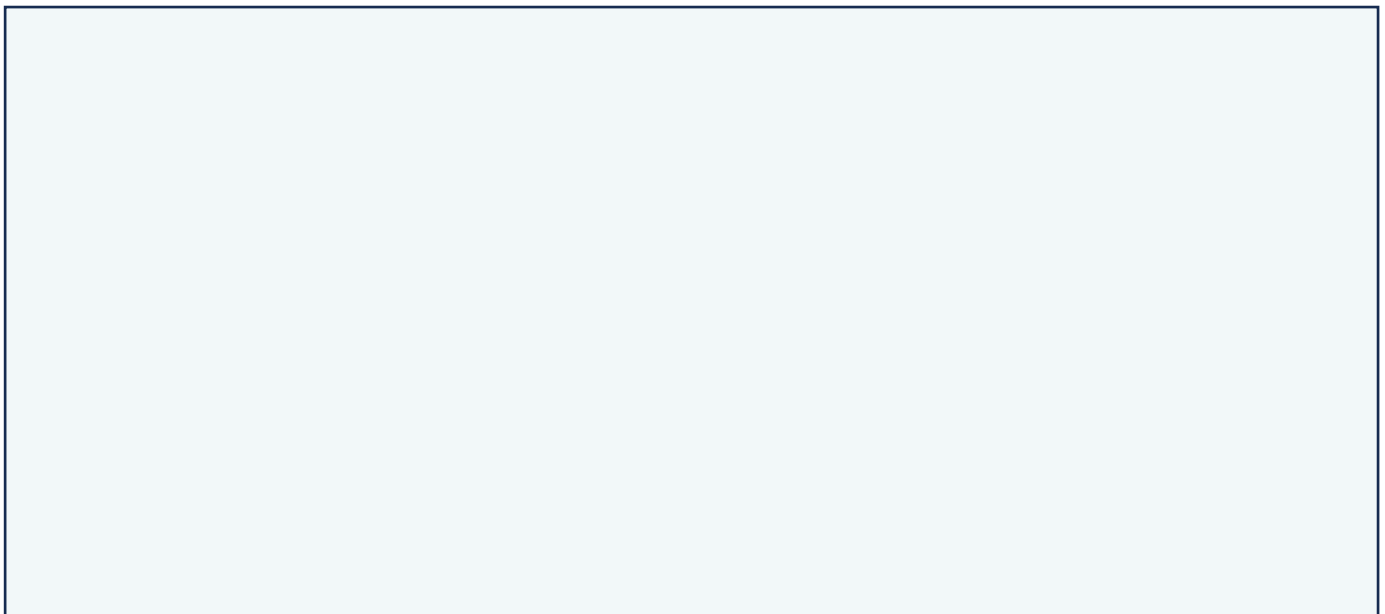
Use inclusive, flexible language. Avoid unnecessary fixed-year experience requirements or "Canadian experience" language.

Example - Experience coordinating work, projects, or operations in a professional setting; Education, training, or experience that supports the competencies or equivalents



How Candidates Will Be Assessed

Example - Candidates will be assessed based on evidence of the competencies listed above, which may include résumé review, structured interviews, and/or job-relevant demonstrations.



Next Step

Use the priority competencies identified above when completing the rest of the Competency Match tools.