Date completed/revised: DD/MM/YYYY

Position Details

Title	IT Manager
Reports To	Insert title, not individual's name
Department	IT
Position Status	☐ Employee ☐ Contractor ☐ Consultant ☐ Full-Time ☐ Part-Time ☐ On-going ☐ Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	☐ Yes ☐ No Comments if applicable
Overtime Exemption Status	☐ Exempt ☐ Non-Exempt
Variable Compensation	☐ Bonus ☐ Commission ☐ Shift Premium ☐ Car Allowance ☐ Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row ☐ Clerical ☐ Administrator ☐ Coordinator ☐ Manager ☐ Director ☐ VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ◆ Title. Insert additional bullets as required ☐ Not Applicable

Document #: **JD-HR-4322-M-1.0**

Document Owner: HR

Last Updated: <insert date>

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HR Toolkit™
FOR SMALL BUSINESS

HR Toolkit™
FOR HR CONSULTANTS

Set up your HR Department	Create HR for Clients
A complete HR Toolkit for small business to create and maintain your HR fundamentals.	HR Toolkit for Small Business, but made for HR consultants with the following differences:

Set up your HR Department

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Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

- 22 HR topics

- Create HR intranet

Support your HR Function

- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

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- Pricing.

    c.   Directs technological research by studying Company goals, strategies and practices.

    d.   Designs workshops and training programs for staff.

    e.   Identifies and acts on opportunities to update and improve software and systems.

    f.   Oversees and determines timeframes for major IT projects such as system.

    g.   Runs and shares regular operation system reports with senior staff.

    h.   Conducts regular system audits.

    i.   Manages and reports on allocation of IT budget.

    j.   Identifies opportunities for team training and skill advancement.

    k.   Provides direction for IT team members.

2. **Staff Management Example 20%**

    a.   Hires, motivates, develops, and manages performance of a diverse workforce, in line with Company values and goals.

    b.   Ensures high performers are retained.

    c.   Motivates, coaches, and develops staff to ensure the best results.

    d.   Manages performance and non-performance.

    e.   Supports diversity and encourages innovation.

    f.   Delegates effectively.

    g.   Resolves conflict.

    h.   Provides a work environment conducive to achievement and growth.

    i.   Manages budgets, resources, and projects.

    j.   Celebrates and rewards success.

3. **Insert high-level responsibility   Example 20%**

    a.   List key tasks associated with that responsibility

    b.

    c.

    d.

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Software architecture	x		

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- ◆ Delegates effectively.

- ◆ Resolves conflict.

- ◆ Provides a work environment conducive to achievement and growth.

- ◆ Manages budgets, resources, and projects.

- ◆ Celebrates and rewards success.

DECISION MAKING

- ◆ Identifies purposes and objectives, assesses situations, and makes decisions while exhibiting judgment and a realistic understanding of issues.

- ◆ When appropriate, involves others in the process.

- ◆ Uses reason even when dealing with emotional topics.

- ◆ Provides rationale for decision. Evaluates results.

PLANNING / ORGANIZATION SKILLS / TIME MANAGEMENT

- ◆ Establishes a realistic and systematic course of action for self and others to accomplish a specific goal.

- ◆ Sets the right priorities.

- ◆ Utilizes planning and/or time management tools.

- ◆ Monitors progress and makes necessary corrections.

- ◆ Controls interruptions.

- ◆ Accomplishes work in a timely manner.

COMMUNICATION

- ◆ Communicates in a clear, concise, and timely manner.

- ◆ Uses effective tools and techniques to communicate information internally and externally.

- ◆ Is sensitive to the communication levels required by varied audiences, and is able to adapt accordingly.

- ◆ Listens actively.

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Other/Comments

Insert any additional information here, if required. Delete this section if not needed.

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