

Role Description Builder

Easily populate necessary role description content to create a role description.

The Role Description Builder allows you to easily populate necessary role description content, including the capabilities required for the role from the NSW Public Sector Capability Framework Version 2: 2020 and Occupation Specific Capability Sets, to create a role description.

In response to feedback from the sector, we have made updates to the Role Description Builder to ensure the role description template meets accessibility guidelines. As a result of the recent changes, the look and feel of the new template is slightly different.

While it is not required to update existing role descriptions, it is recommended that future role descriptions are created in the new accessible template to help make the public sector workplace safe and inclusive for people with disability.

Please note:

- The Role Description Builder is hosted on an external website. If you are unable to access this tool, please contact your internal ICT team for assistance.
- If you wish to continue editing any role descriptions you create in the future, please remember to download and save a copy before exiting the Role Description Builder.

Role description builder

[Access the tool](#) →