

PEOPLELAB

TEAMS DESIGNED FOR IMPACT

Job Description

A consistent job description defining role purpose, responsibilities, outcomes, qualifications, competencies, reporting line, and working conditions.

PREPARED FOR

Aperture Mobility

Northstar Systems · Mara Klein · 4 August 2026



Contents

Document contents

Role overview

Identify title, department, location, reporting line, employment type, level, and the role purpose.

Document control	Detail
Owner	Mara Klein
Reference	NS-024-2026
Effective date	4 August 2026
Status	Ready for review

Key outcomes

Define the measurable results expected in the first year and how success will be assessed.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

Responsibilities

Describe essential areas of accountability using clear outcome-oriented language and realistic scope.

Outcome	Evidence	Conversation	Next checkpoint
Responsibilities	Observable example	Shared understanding	Confirm owner and date
Development	Agreed support	Feedback recorded	Review progress



Qualifications and experience

Separate genuinely required education, experience, licenses, and technical capability from preferred criteria.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

Competencies

Define observable behaviors, collaboration expectations, leadership requirements, judgment, and communication needs.

Outcome	Evidence	Conversation	Next checkpoint
Competencies	Observable example	Shared understanding	Confirm owner and date
Development	Agreed support	Feedback recorded	Review progress

Working conditions and inclusion

State travel, schedule, physical or location requirements, accommodations route, and inclusive hiring commitment.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

Important review notice

This template is a general starting point. Adapt it to the organization, transaction, applicable law, and jurisdiction, and obtain qualified professional review before relying on it.