

Positions

The position hierarchy allows you to set up one or multiple position structures.

The position structure defines the job roles that make up your organisation.

Benefits

The benefits to setting up your positional hierarchy in Totara:

- More flexible reporting
- A user's learning plan can automatically pull in all competencies and courses assigned to their position/job role

Setting up position hierarchies

There are two main steps to setting up your position hierarchy.

1. Set up the framework: The space ready to capture the details of your organisational positions.
2. Set up the Position items which make up the structure.

Examples


Below you will find a number of position hierarchy examples (with screenshots).

Multiple position frameworks

It is possible to have multiple position frameworks, this could allow you to have frameworks for different teams for example.

Position frameworks ¹

Add new position framework

Name	Positions	Actions
Technical Team	13	   
Commercial Team	10	   

Positional hierarchy

When building a structure you can have multiple layers of hierarchy with various positions.

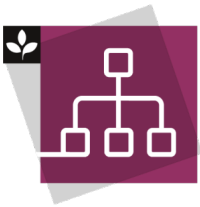
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Technical Team

Name	Actions
▫ Chief Technical Officer	
▫ Lead Developer	
▫ Senior Developer	
▫ Developer	
▫ Junior Developer	
▫ User Experience Team	
▫ UX Designer	
▫ Front end Developer	
▫ Release Manager	
▫ Quality Assurance Manager	
▫ QA Team Member	
▫ Support Team Manager	
▫ Customer Support Officer	

Export as

Totara Academy



The Totara Academy has a whole course dedicated to using [Positions, organisations and job assignments](#) in Totara. Here you can learn more on how to use hierarchies and job assignments, see best practice, and give it a go yourself.

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