

Job title:

(Employer Guide) – consider carefully; what words will attract potential applicants; what the title will infer to applicants about the post, level of responsibility etc and what words applicants may use to search online for the position. Job titles should be gender neutral.

Reporting to:

(Employer Guide) – Who the person will report to e.g MD.

Responsibility for:

(Employer Guide) – Note who or what responsibility's the position has.

Location:

Overall purpose of the job:

(Employer guide) - Why does the job exist? What will the role achieve? What is the key output? What will it contribute to achieving the company's objectives?

Responsibilities and duties

(Employer Guide) - These are the key tasks of the role. This is an action list focused on what will be delivered weekly. It should form the basis of objective setting for the appointee. You might also wish to prioritise and/or group the tasks so that an emphasis is placed on activities critical to success.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

(Employer Guide - It is also recommended that you include the following:

10. To perform any other duties as may reasonably be required from time-to-time.

Hours of work:

Any special requirements:

(Employer Guide – e.g. unusual hours of work, travel requirements, driving licence etc)

This job description template is downloaded from Appointments Personnel.

What is the purpose of a job description?

A job description details the requirements, key responsibilities, and skills needed to perform a specific job. A well-written job description should be easy to understand and should list all of the necessary duties and requirements.

How do you write and use a good job description?

1. Use a job title that is accurate to the position.
2. Provide an overview of the job but keep it brief.
3. Define what you expect a successful candidate to achieve in the first 3/6/12 months.
4. List the job responsibilities required for this job, not every job.
5. List essential qualifications.
6. Proofread the document.
7. Obtain approval from HR and/or the recruitment manager.
8. Publish it on company website and popular jobs boards.

What should I write in a job description?

- Job title.
- Brief overview describing the main purpose of the job.
- Responsibilities and duties.
- Qualifications and skills.

What is the purpose of a job description?

- To advertise an open job vacancy.
- To establish a job overview.
- To list the responsibilities of the job.
- To list the required expertise and qualifications for the job.

Can I improve my job description to make it more appealing to candidates?

- It is important to know what the content of the job is going to be (candidates will want to know).
- Outlining requirements within a role is also important. What is expected of the candidate within the next 3/6/12 months and how will they be assessed?
- Detail any opportunity of progression within a role.

How do you write job roles and responsibilities?

- Research the role and list all key responsibilities.
- Use 'action' words.
- Provide sufficient details.
- Thoroughly communicate your expectations.
- Explain your company's standards.

What makes an effective job description?

An effective job description is brief, to the point, and detailed. Candidates should be able to easily understand the role being offered and want to apply. The job description should provide all of the necessary responsibilities of the role.

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Hours of work

Salary

Any special requirements: