

JOB DESCRIPTION (TEMPLATE)

Job title	Name by which the job is usually known (ensure it is gender neutral).
Department	Location/department where the post holder will be working.
Responsible to	Job title of the line manager of the post.
Responsible for	List job titles of any staff supervised by the post holder and/or resources for which the job holder is responsible.
Job purpose	Include brief description of the job holder's role.
Job scope	Number of people to be supervised, degree of precision required, value of materials and equipment post holder responsible for, and so on.
Main tasks	List and number the main job tasks in order of importance. Use active verbs like 'writing', 'repairing', 'machining', 'calculating'. Avoid vague terms such as 'dealing with' and 'in charge of'.
Additional tasks	List any tasks post holder may be required to do from time to time.
Main duties and responsibilities	List the post holder's responsibilities, including any delegated authority they have.
Prepared by	Record the name and job title of the person who prepared the job description, for future reference.
Date	Record the date the job description was prepared, for future reference.

Note: The duties and responsibilities of the post holder may be varied at any time, in accordance with the business requirements of the company.