

Job Description Template with Guidance

Job Description

Role Title:

Formal position title.

Location: Location where the role is based.

Reports To:

The [role title] will report to [positions title or titles this position reports to].

Responsible for:

The job titles of the roles that are direct reports and budget authority if relevant or known.

Salary: Specify the salary range or state circa £XX,XXX . Make it clear if this is the pro-rata salary for the full-time salary

Hours: State the number of hours per week.

Purpose of the Role:

Provide a brief, four-sentence description of the role, what success in the position looks like, and how it fits into the company or organization overall.

Key Responsibilities:

Provide a bullet point list of the responsibilities and duties of this job.

- List the essential duties required to carry out this job.
- List them in order of importance.
- Use complete sentences.
- If more than 15 discrete bullet points then divide into sections such as “management of IT systems” and “management of team resources”
- Start sentences with active verbs ie “Ensure . . .” and “Maintain . . .” rather than “to ensure . . .” and “to maintain . . .”

- Use the present tense.
- Use gender neutral language.

Person Specification

This outlines the qualifications, experience, skills and knowledge you are looking for to fulfill the role.

Qualifications

Provide a bullet point list of the qualifications that are necessary for someone to fill this position.

Bullet points you may want to include are:

- **Education** level: including specific qualifications, certifications and licenses.
- **Experience:** Avoid specifying exact numbers of years but say “some experience of . . .” or “substantial experience of . . .”
- **Skills/Knowledge:** Be specific about skills such as “communicating complex ideas” and “strong customer service skills”