Hafton HR

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"