

# Job Description Policy

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## A) INTRODUCTION

A job description outlines the tasks and responsibilities of the role, it can be a useful aid for both the potential employee to decide whether they want to apply for the role and the employer for deciding the type of person they want for the role. A job description would serve to make clear in the minds of both the employer and the employee just what the employee should be doing and for what they are being paid.

When writing a job description, the writer should make sure that they are familiar with the day-to-day nature of the work performed. This is best done by discussing the job with a person who has carried it out or is doing so. Using simple language and short sentences avoids any confusion about what is intended. A job description must not contain any discriminatory assumptions.

## B) JOB TITLE

What is the job called?

## C) MAIN PURPOSE OF JOB

Try to describe this in one sentence. If a main purpose or simple description cannot be defined, perhaps the requirement should be reviewed from scratch.

## D) RELATIONSHIPS

This section makes clear to whom the employee is responsible and over whom they exercise authority. It also sets out those from whom the employee can seek assistance.

## E) MAIN TASKS OF JOB

List the duties that the employee is expected to carry out. Ensure that the description is flexible and that development of the job is allowed, for example, writing the final task as "Carry out such further tasks as may from time to time be delegated to you by your manager" or including a final statement such as "The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation".

## F) APPROVAL

Signing and dating the job description shows an awareness of the employee's role when advertised and acts as a useful guide as to the likely relevance of the document in a constantly changing world.

## G) CONCLUSION

Writing a job description is an essential part of the recruitment process. It also forms the basis for identifying training needs and measuring performance during employment.