**TITLE OF POST:**

**LOCATION:**

**REPORTS TO:**

**CONTRACT TYPE:**

**SALARY SCALE:**

**JOB DESCRIPTION**

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| **1. Job Purpose** | *The job purpose or summary for a specific job will capture at a high level the nature of the job – Provide a brief overview of the job, its context in the Department/Division/Faculty and the contribution that it makes.* | | |
| **2. Key Accountabilities** | *The key accountabilities for each job will be specific to that job and will be agreed by the Line Manager.. These are listed, ideally, in order of importance. Most posts will have between 4 to 8 main responsibilities.*  *Describe the important end results the post holder is expected to achieve. Start with the most important. Number each one separately. Please allocate a percentage of time that is allocated to each of these. This should total to 100%.* | | |
| **3. Context**  *(In this section describe the background and operating environment in which the postholder works – This section is split into 3 parts – Key Working Relationships & Contacts, Job Boundaries, and Working Environment/Special Circumstances)* | | | |
| **3a Key Working Relationships & Contacts** | *The key working relationships and contacts for each role will be specific and will be agreed by the Manager. Outline the important relationships that the jobholder must maintain, and the sorts of issues on which that jobholder must communicate within these relationships*. *Note: reference competencies required for the role in this area* | | |
| **3b Working Environment/Special Circumstances** | *(Include information about the freedoms available to the job and the constraints within which it operates) Note: reference competencies required for the role in this area* | | |
| **3c Job Boundaries** | *This would include reference to any physical, mental or environmental demands of the role.* | | |
| **4. Dimensions**  Budget  Staff  Customer  Operational  Administrative | *In this section outline the scale and areas of impact of the job (e.g. budget responsible for, impact of decisions, number of staff supervised etc.)* | | |
| **5. Knowledge, Functional Skills, Experience & Qualifications** | **Requirement** | | **Essential/ Desirable** |
| ***Knowledge*** | |  |
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| ***Functional/Work-based Skills*** | |  |
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| ***Experience*** | |  |
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| ***Qualifications*** | |  |
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| **6. Behavioural**  **Competencies** | **Enablers of Success** | **Level** | **Comments** |
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