

**Writing a Job Description**

The job description summarises the duties and responsibilities of the role.

Job descriptions should be regularly reviewed to ensure they reflect the current responsibilities for the role.

Our Job Descriptions have 2 main sections:

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| 1. **Job Purpose**
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| This should be a brief overview of the role, describing what the job is intended to achieve. Ideally it should not exceed a paragraph in length and will take the following format:The post reports to (JOB TITLE) and will (give brief description of overall purpose of post) Examples:1. The purpose of a Finance Assistant might read: “The post reports to the Finance Manager and will assist in the maintenance of the school’s accounts to ensure school expenditure and income is accurately processed and reported upon.”
2. The purpose of a Digital Skills Manager might read: “The post reports to the Head of Enterprise Architecture and will lead the digital skills team in co-ordinating a range of IT training activities to support the university's digital strategy and the development of digital skills and literacy. They will develop, measure, promote, and report on these services, and identify opportunities to improve the offer.”
3. The purpose of a Graduate Teaching Assistant might read: “The post of Graduate Teaching Assistant reports to the Head of Division and its main objectives are to provide teaching and tutorial support for the courses and modules within the Division of Physiotherapy and Podiatry.”
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| 1. **Main Duties and Responsibilities**
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| Here you should add a numbered list of the main duties and responsibilities for the role. Firstly, decide on the order in which the main responsibilities should be described and list the most important responsibilities first. A typical sentence should start with an active verb to express the responsibility, for example: to recommend; to ensure that; to collaborate; to prepare; to supervise. Complete the sentence by stating why that action is carried out. This indicates the purpose of the task and can lead to setting targets or performance standards more easily. You might find it useful to consider this in 2 sections:Examples:

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| **What is done** | **To achieve what result** |
| To lead the team | to deliver strategic objectives in line with service policy. |
| To undertake equipment maintenance | in order to ensure that equipment is kept in safe working condition. |
| To maintain an up to date working knowledge of University policies and regulations | to inform students about available academic and personal support. |
| To design training courses | in order to produce quality training events that meet the University’s development strategy. |
| To produce the management accounts | in order to provide accurate and timely management information to assist managers to meet budget targets. |
| To carry out regular audits of the health and safety processes | to ensure that all statutory obligations are met. |
| To support the Finance team | in the processing of purchasing and credit card transactions. |
| To provide a high standard of service to our customers | ensuring all information requests are dealt with in a helpful, timely manner. |
| To assist with the processing of invoices on the finance system | ensuring timely payment to suppliers. |

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Your completed Job Description should then take the following format:

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| **Job Description** |
| **Job Purpose:** |
| The post reports to (JOB TITLE) and will (give brief description of overall purpose of post)  |
| **Main Duties and Responsibilities:** |
| (Should be provided in a list)1.2.3.**Final Point to be added to all JDs:**To undertake any other duties commensurate with the grade of the post that might be required. |