

## Guidance on Creating a Job Description

A clear, concise job description is beneficial in several ways:

- It describes the skills and competencies that are needed to perform in the role
- It details where the job fits within the overall company set-up
- It is used as the basis for the contract of employment
- It can be used as a performance management tool

### Job Title

The first element of the job description is the job title. Consider the following points when deciding on a job title:

- Does it accurately reflect the nature of the job and the duties involved?
- Does it reflect the level of the position within your company?
- It is self-explanatory for recruitment purposes- does it 'do what it says on the tin'?

### Job Overview

Before listing duties and responsibilities, ensure the following details are included:

- Location
- Working hours- shift patterns/full time/part time/flexible working
- Grade within the company
- Line of reporting
- Salary or salary band

### Main Duties and Responsibilities

The list of duties and responsibilities will vary in length, but as a rule, this should be as short as possible. Aim to keep this list to fifteen items or less.

- Include all key areas of responsibility
- Consider using one bullet point per duty/responsibility
- Each duty/responsibility listed should be outcome-based e.g. check in hotel guests using the front office management system
- Consider whether to include an indication that the post holder will carry out other duties within the scope of the main job role

## **Person Specification**

### Skills and Competencies

Consider listing skills and competencies separately as they are not the same thing. A skill is the ability to undertake a task well as it has been learnt e.g. the ability to create a document in Microsoft Word. A competency is a trait you require the job applicant to display in the role e.g. strong communication skills.

- Be specific when listing skills required e.g. ‘ability to create PowerPoint presentation slides’, rather than ‘must be computer literate’
- State whether a skill is required or desirable
- Specify whether any previous experience of the job role is required

### Qualifications and Experience

Be sure to include any academic or professional qualifications that are required for the role.

## **Other Considerations**

- Avoid jargon, unexplained acronyms and abbreviations
- Use non-discriminatory language
- Avoid ambiguity about post holder responsibilities