

JOB /PERSON SPECIFICATION PREPARATION

The job description is about the job, not the person currently in the job or the person you want to fill the job. The job description will be the same whoever is actually in post. It will only change if you decide to alter any aspect of the job. If you want to change any aspect of the job description you should consult the current job holder and give plenty of notice of any changes. The best time to make changes to a job description is when the job is vacant and before you appoint someone new into the job.

Job descriptions are important and have a number of uses:

- A job description forms part of the contract of employment
- It is a useful basis for recruiting into the job
- It prevents any misunderstandings about what the job holder does
- It provides a basis for measuring performance

When preparing the job and person spec, consider the following:

Background to the position – new position or replacement for existing?

If replacing an existing role, have the requirements changed?

How has the need arisen?

Main function of the role

Specific tasks required. You can add a general condition that the job holder will undertake any other 'reasonable' duties not specified on the job description.

Responsibility for managing or supervising other staff

Any unusual requirements – travel, unusual hours, on call

Key relationships – reporting relationships, staff management, other stakeholders, internal customers

Does the job title accurately reflect the responsibilities?

For each task or area of responsibility, what skills are required to carry out the task?

What experience is necessary in order to carry out the tasks effectively?

Are particular qualifications or a general level of education required to carry out the tasks?

Can these be assessed:

- at shortlisting?
- At interview?