Job Profile (To be attached to the relevant Grade Profile document)

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| **Core job information** | | | |
| Job Title |  | | |
| Dept./School/Inst. |  | Section/Centre/Unit |  |
| Career Family |  | Grade |  |
| Working hours per week |  | Appointment period |  |
| Reports to (job title) |  | Current location |  |

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| **Job purpose** *(Why does the job exist? What is it there to achieve or deliver?)* |
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| **Knowledge, Skills & Experience** *(work experience, qualifications, specialist training, key skills, disposition)* | | |
|  | Requirements | Essential/Desirable |
| Qualifications |  |  |
|  |  |  |
| Experience |  |  |
|  |  |  |
| Knowledge, skills & abilities |  |  |
|  |  |  |
| Attitude & disposition |  |  |
|  |  |  |
| Other circumstances |  |  |
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| **Main Duties and Responsibilities of the Role** |
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| **Working Environment** (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency)* |
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| **Freedom to Act & Decision Making** (*depth of control, supervision received, use of judgement & initiative, analytical ability)* |
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| **Communication & Networking** *(liaison with others, type and level of communications)* |
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| **Finance/Resource Management** *(budgeting, forecasting)* |
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| **People Management** *(supervisory responsibility, human relations skills)* |
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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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| **Organisation Chart** |

**Confirmation Section**

Job profile content agreed by:

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|  |  |  |
| **Jobholder signature** |  | **Print name** |
|  |  |  |
| Ext No: |  | Date: |
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|  |  |  |
| **Line Manager/Supervisor signature** |  | **Print name** |
|  |  |  |
| Ext No: |  | Date: |
|  |  |  |
|  |  |  |
| **Head of Department/Director of Institute signature** |  | **Print name** |
|  |  |  |
| Ext No: |  | Date: |
|  |  |  |
|  |  |  |
| **Comments:** | | |