**Job Description Template & Top Tips**

**Organisation name**

**Role title / position**

**Department**

* Team size
* Structure

**Reporting line / line manager title**

**Salary / pay rate**

**Place of work**

* Location
* Hybrid working arrangements

**Employment type**

* Full-time / part-time / interim / temporary / maternity cover

**Job Summary**

* Brief outline of the role in 2 or 3 sentences

**Why work for us**

* Summary of organisation: mission & vision, culture & values, strategy & aims
* Include information about any attractive features related to the organisation, team or role

**Benefits**

* Pension
* Annual leave
* Flexible working
* EAP & wellbeing support
* Discounts or schemes
* etc*.*

**Purpose of the role**

* Summary of role outcomes and how this positively impacts the organisation, service users or other departments
* Connect the role to the organisations mission and values
* Main priorities or objectives

**Main duties and responsibilities**

* Provide a bullet point list of key responsibilities and duties in order or priority or most frequently performed

**Essential requirements**

*(These could include education, experience, skills, competencies and proficiencies but should be essential and not desirable)*

* Education/qualification requirements – eg HR Qualification – CIPD
* Experience required – eg previous experience of working in an HR department, responsible for the full recruitment cycle
* Skills and competencies required (including transferable skills) – eg strong communication skills to effectively interviewing candidates and liaise over email and phone or knowledge of Word, Excel or specific database
* Personal attributes – eg willingness to learn and share ideas on improving processes
* Any other essential relevant specific requirements, certifications – eg driver’s license

Or in table format if preferred:

|  |  |
| --- | --- |
| **Specification** | **Description** |
| **Qualifications** | eg HR Qualification – CIPD |
| **Experience** | eg previous experience of working in an HR department, responsible for the full recruitment cycle |
| **Skills & competencies** | eg strong communication skills to effectively interviewing candidates and liaise over email and phone or knowledge of Word, Excel or specific database |
| **Personal attributes** | eg willingness to learn and share ideas on improving processes |

**Progression, learning and development**

* Summary of potential progression opportunities for this role and/or training, learning, coaching and development that will be mandatory or available for the post-holder

**Equal opportunities, diversity and inclusion statement**

* This could be limited to an inclusion statement, encouraging applications from certain under-represented groups or information about the application of positive action

**The recruitment process & how to apply**

* Information about application and interview process
* Assessment tasks or presentations
* Timelines – closing dates, interview dates, location
* How to request an adjustment or support / alternative methods of application
* Contact information of recruitment or hiring person
* Additional requirements eg supporting statement, answers to set questions, application form

**Additional top tips to remember:**

* Apply [role design](https://www.tpp.co.uk/blog/2021/11/6-simple-steps-to-successful-role-design?locale=en) principles when creating or reviewing a job description
* Choose a job title that accurately reflects the role and is easily understandable and searchable for jobseekers
* Use inclusive language throughout and gender-neutral terms
* Avoid stating desirable criteria if possible
* Always consider hiring based on potential and indicate support and training that may be on offer to develop skills further
* Emphasise the organisation culture, values and what it is like working for the organisation or team
* Keep it informative, clear and concise
* Avoid the use of jargon and acronyms
* Review for unintended biases or exclusions to ensure the language and requirements are fair and inclusive to all potential suitable candidates