Job Descriptions

1. A job description describes the duties and responsibilities of the job. It does not have to describe in detail every task that the post holder might have to perform, or every situation that the post holder might meet.

2. The information we include in our job descriptions is as follows:

- **Post Title** – This should be a short and give a general description of what a person's role is, usually with some indication of seniority (this is far more useful internally than externally). For example, Administration Assistant, Senior Administration Assistant, Administration Manager

  It doesn't have to convey exactly what a person does, and specifying these titles too precisely can cause difficulties when changes are needed. As a rough guide, if you need to use brackets or hyphens in a post title, it's too specific.

- **Post Number** – An internal reference number for Personnel and Payroll purposes. This will be allocated by Personnel.

- **Department/Section**

- **Grade**

- **Reports To** – who does the post report to

- **Responsible for** – a brief summary of staff, and significant equipment or budgets for which the post has direct responsibility e.g. staff of the administration section, repairs budgets

- **Date Prepared**

- **Job Purpose** – a brief summary, no more than 2 or 3 sentences, that concisely informs the reader of the nature, level, and objective of the post. A useful way of approaching this is to think " I need to describe why this post exists at all" e.g. "To operate the Council's telephone switchboard and other communication equipment installed in the reception area and provide a reception service for personal callers to Southover House."

- **Main Duties** – A numbered list of the main duties of the post. How long it is depends on the post, but it does not need to be a detailed list of everything that the post holder has to do, but rather a description of the different, main aspects of the work.

- **Common Responsibilities** – These are standard duties that need to be added to every job description and these will be added by Personnel, if not previously included. They words to be included are::

  In addition to the specific duties for this post all staff are expected:

  To follow the Council's employment policies and procedures as set out in its "Staff Guide" plus any specific departmental requirements and in particular, to follow those relating to Health and Safety, Use and Security of IT facilities, Information Handling and Equalities

To undertake such other duties as appropriate to the grade and designation of the post as may be required by their manager

To undertake all training activities needed to ensure continuing effective performance in their post

- **Note** – This too will be included on all job descriptions:

  The 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 the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

- **Information Technology** – A standard addition for all posts that use IT will be:

  This post requires the operation of a computer terminal or PC for which full training will be given. Existing knowledge of other equipment or systems will be updated or refreshed as necessary. The Council will ensure that all users are familiar with Data Protection legislation and the Council's security policies.