



Job Description Template

The JOB DESCRIPTION stands at the centre of many of the processes and systems that drive the proper management of people at work. A properly designed JOB DESCRIPTION system allows for a completely integrated approach to be taken to managing your staff.

The best JOB DESCRIPTIONS are simple, and drive at enhancing understanding of what a position is set up to achieve in terms of outcomes, rather than at trying to describe all the tasks, duties and details that a job entails. The outcome of the tasks and duties of the position is what matters, and the culture of a successful business can be woven into the JOB DESCRIPTION by paying attention to these outcomes rather than the detail alone.

The JOB DESCRIPTION is both the starting point, and stands at the centre, of the selection and recruitment process. When selecting an applicant for a position, the JOB DESCRIPTION is the basis against which to measure the applicants' suitability for the position. The JOB DESCRIPTION has obvious relevance and importance when interviewing.

Linked Documents

Advertising a Job
Interviewing
Letter of Appointment
Disciplinary Procedure
Performance Appraisal
Job Evaluation and Job Grading
Selection and Recruitment
Conditions of Employment
Work History
Training Records
Performance Management
Disciplinary Procedure
Job Evaluation System
Pay Scale Structuring
Remuneration Options
Skills Audit and Training Needs Analysis
Training Plan
Staff Planning
Work Records
Guidelines

All positions within an organisation need to be described and recorded in a common format. Refer to Form 2 - Job Description. The best way of doing this is for the person to whom the position reports to sit down and simply describe the job on the form. Once this has been done, it is appropriate to then discuss what has been recorded with one or more of the employees who actually do the job (or an employee acting as a representative of that group of employees) to ensure that the facts as recorded are correct.

For existing businesses, an agreed JOB DESCRIPTION is important because it establishes a new benchmark against which performance will be measured. For either new positions or new businesses, you have the luxury of being able to set up the outcomes and content of the jobs from a green fields basis. This is an opportunity that should not be missed. Take the time to describe the position as you want it. It is against the JOB DESCRIPTION that new employees are selected and recruited, that performance is measured, disciplinary action is taken, pay levels are established and training needs are determined.

Time spent on the JOB DESCRIPTION is time well spent.

Form 2 - Job Description

Position:

Reports to:

Staff reporting to the position:

Primary objective of the job:

Functional relationships with:

Job Description continued ...

Key outcomes of the job:

1.

2.

3.

4.

5.

SAMPLE

Specific tasks and duties:

1.

2.

3.

4.

5.

Specific authorities:

1.

2.

3.

4.

5.

SAMPLE