



Writing the Perfect Job Description

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A job description is like a blueprint. Not only does it provide a great way to clearly communicate the requirements of a role during the recruitment process, but also helps employees understand where and how they can add value to your organisation.

The brief is a vital element of the recruitment process; a carefully constructed brief can ensure that you attract the most suitable people for the role. It enables candidates to clearly assess themselves against the role and understand exactly what kind of person you are looking for.

It is therefore important that the information included is current and relevant to the needs of the position. We have put together some of the things you need to consider when putting your job brief together.

1

Start the document with the job title, department and any direct reports the role has. Also define who the role reports into and any colleagues from other departments who the employee may work closely with.

2

Begin with an overview of the purpose of the role which then leads into the specific day-to-day responsibilities.

3

Define concise categories for the document, each containing a clear heading, a brief description of that particular area of the job and its expected outcomes.

4

Think carefully about the skills and experience you require for the role. There is a fine line to tread here in terms of guaranteeing you employ not just the right person, but the right skills for the role without falling foul of discrimination laws.

5

Include a note to indicate that, as duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.

6

State that the postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by their manager.

7

Avoid phrases like 'recent graduate' or 'highly experienced' unless these are actual requirements of the job. This could discriminate against younger or older people who might not have had the

8

Avoid language that could be viewed as discriminatory on the basis of race, colour, national origin, religion, sex, age, citizenship status and disability.

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The Ministry
2 Birmingham Road
Stratford-Upon-Avon
Warwickshire
CV37 0BH
01789 293 893

blueskiescareers.co.uk