Developing Job Descriptions

Job Descriptions

It is important to ensure that the job description accurately reflects the duties of the post and the level at which they are to be undertaken. A job description should, therefore:

- define the overall purpose of the job
- define key tasks, roles and reporting relationships
- indicate performance standards and therefore assist performance management
- support the identification of training and development needs
- provide clarity for staff about what is expected from them

Job descriptions should be written using straightforward and unambiguous wording. They will vary in length according to the range and complexity of the post, but all job descriptions must be developed using the UHB's standard Job Description Template [see links below]

Person Specification

The Person Specification provides the foundation for the remainder of the recruitment and selection documentation and:

- forms the basis of any advertisement
- directly translates into shortlist and selection criteria
- screens out unsuitable candidates
- avoids inadvertent discrimination by concentrating only on relevant factors
- helps managers decide which questions to ask at interview
- assists in making objective and rational decisions
- increases the likelihood of appointing the most suitable applicant

The person specification is an interpretation of the job description in terms of the kind of person needed to perform the job effectively. It is an essential recruitment tool and should only list the requirements relevant to the post.

To support you with this, the standard Person Specification Template [see links below] should always be used.

Job Description Template and Person Specifications can be found on link below

English/Saesneg JD & PS   Welsh/Cymraeg JD & PS