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Tips For Writing The Perfect Job Description

A job description is a blueprint that provides a great way to clearly communicate the requirements of a role during the recruitment process, and also helps employees understand where and how they can add value to your organisation.

Therefore it's important that the information included is current and relevant to the needs of the position. Here are some things 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

Think carefully about the skills and experience you require for the role

4

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

5

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

6

Avoid phrases like 'recent graduate' or 'highly experienced' unless these are actual requirements of the job.