

Appendix B: Job description

Job title

Department

Reporting to

Location

Grade (if appropriate)

Date (when last updated)

Main purpose of job (one sentence describing the overall purpose of the job)

Main tasks of the job (either list the relevant units from National Occupational Standards, or reference tasks to the relevant unit numbers)

Level of responsibility (e.g. number of staff supervised, role as a team member, compliance with regulations/legislation etc)

Working conditions (e.g. hours of work, any travelling required etc)