Job specification

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| **1. Post** | | | | | | |
| Post: |  | | | | | |
| Department: |  | | | | | |
| Grade: |  | | | Date: | |  |
| **2. Supervisory responsibilities/position in structure** | | | | | | |
| Responsible to: | |  | | | | |
| Responsible for: | |  | | | | |
| **3. Main function of job** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required) | | | | | | |
|  | | | | | | |
| **4. Main duties** (brief description) | | | | | | |
| Duties/Responsibilities | | | | | Level of responsibility direct or indirect (D/I): | |
|  | |  |  | |  | |

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| --- | --- | --- | --- |
| **5. Requirements to carry out job** | | | |
| Essential or desirable requirement – please indicate against each heading | | E | D |
| Qualifications/education required: | |  |  |
|  | |  |  |
| Experience required: | |  |  |
|  | |  |  |
| Specialist training required: | |  |  |
|  | |  |  |
| Any particular aptitude/skill required: | |  |  |
|  | |  |  |
| Personal characteristics required: | |  |  |
|  | |  |  |
| **6. Special terms** | | | |
| Special conditions e.g. working with hazardous substances, equipment, animals etc: |  | | |
| Working in different locations: |  | | |