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: |  |