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| **Job Title**The job title is the first thing a candidate will see. They need to know what the role is at a glance!* Make sure you have a market-friendly job title that means something to jobseekers
* Avoid internal jargon or acronyms
* Ask the question: would someone who does not work here know what this means?
 |
| **Grade** | X |
| **Department** | e.g. Directorate of Planning, ORSchool of Social Sciences, Faculty of Humanities |
| **Overall Purpose** |
| \*Add a paragraph that summarises the overall purpose of the role and highlights why a candidate should consider applying for this role and how they could make a difference\*We recommend the following structure for the Overall Purpose:* First sentence: WHAT will the role holder do
* Second sentence: HOW will they do it
* Third sentence: WHAT will they deliver/WHAT is the opportunity to make a difference
 |
| **About the Team** |
| \*Add a brief paragraph to describe the team and the context within which the role will operate\* |
| **Key Accountabilities** |
| \*Add a maximum of 12 important accountabilities/responsibilities\*Try to keep this section short and simple. It doesn’t need to be a list everything a post holder may do in the role; it should just provide an overview. More detail can be given at a later stage in the recruitment process.* Try to avoid creating an extensive list of detailed activities, keep your list to 8 - 12 bullets
* Try to keep your sentences short and simple so it is easy to read and understand
* Use verbs (-ing words) to start each sentence.
* Avoid any internal jargon or acronyms that will not mean anything to external candidates
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| **Person Specification** |
| \*This section should define what knowledge, experience, skills and qualifications a candidate needs to be effective in the role from the outset (remember, a great candidate will love the opportunity to learn new skills once they are working with you)\** Check your biases and only focus on what is essential to be high performing in the role
* Make sure you highlight any relevant soft skills
* Remember that adding a number of years of experience will limit the number of candidates that you get
* We recommend only ESSENTIAL requirements are in your job description

\*Additional rows can be added under each heading (knowledge, experience etc) if required. You do not need to add criteria to all headings\* |
| Knowledge | What does the role holder need to know on day one? |
|  |  |
| Experience | What does the role holder need to have experience in from day one? |
|  |  |
| Skills | What does the role holder need to be good at on day one? |
|  |  |
| Education | Only include essential qualifications. Remove non-essential or any bias towards educational requirements, such as degrees or niche degrees |
|  |  |
| Other | For any essential requirements that cannot be categorised into any of the above |
|  |  |
| **Key Behaviours** |
| \*The following standard statements should be included in all JDs. They have been approved by the People Executive Board and should not be amended.\***One University:** A ‘One University’ approach, whereby we break down silos and work collaboratively towards furthering the University’s strategic goals, vision and values.**Service Excellence:** Committed to prioritising service excellence and high performance to deliver great people-centred experiences. **Agility:** Demonstrate a commitment to agility and continuous improvement by embracing change, championing innovation, and being flexible and forward thinking to adapt. **Sustainability:** A sustainable approach that safeguards the University of the future by championing environmental practices, advancing digital capability, and supporting financial stability and philanthropic initiatives. **Inclusion:** A commitment to furthering equality, diversity, inclusion and wellbeing to create a positive work environment and culture. **Social Responsibility:** Promote and champion the University’s social responsibility ambitions to advance social inclusion, prosperous communities, better health, and cultural engagement. |
| \*Only include the following behaviour statement in roles that include line management or people leadership responsibility\***People Leadership:** Demonstrates effective leadership by empowering, motivating, and developing teams to achieve high performance. Builds a collaborative and inclusive work environment and provides clear direction, support, and feedback. |