

### Job Description Template

PLEASE ENSURE ALL JOB DESCRIPTIONS ARE SUBMITTED AS PER THE FOLLOWING LAYOUT WITH ALL SECTIONS COMPLETED. ENSURE THE JOB DESCRIPTION IS REVIEWED AGAINST THE CURRENT POST AND DOES NOT CONTAIN ANY SUBJECTIVE COMMENTS INSERTED FOR THE PURPOSE OF A PREVIOUS JOB EVALUATION PROCESS

#### **1. JOB IDENTIFICATION**

**Job Title:**  
**Responsible to:**  
**Department:**  
**Directorate:**

#### **2. JOB PURPOSE**

Use this section to describe the core functions of the role in around 40 words

#### **3. ROLE OF DEPARTMENT**

Use this section to describe the function of your department and its broader function within NHSGGC. You should provide detailed information on the department – patient range, staff numbers, aims and objectives and provide detailed information on the Directorate/CHCP/CHP/Regional Service in which it sits

#### **4. ORGANISATIONAL POSITION**

Insert the appropriate organisation chart for the role here

#### **5. SCOPE AND RANGE**

Use this section to describe the scope and range of responsibility for both the service and the role

#### **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES**

Use this section to list all the duties and responsibilities specific to the role in order of priority or frequency with the most important or most frequent duties and responsibilities first. It may be useful to group these using headings

##### **7a. EQUIPMENT AND MACHINERY**

Use this section to list all the equipment and machinery the post holder will be required to use, specify the competency level and the skills required

##### **7b. SYSTEMS**

# Job Descriptions Training Manual

**University of Pittsburgh. Research  
Bureau for Retail Training**



## **Job Descriptions Training Manual:**

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program evaluation      **Job descriptions and organizational analysis for hospitals and related health services** United States. Labor and Employment Service,1962      **Training Manual** United States. War Dept,1923      **Manual Training Magazine** Charles Alpheus Bennett,William Thomas Bawden,1923      Manual of Training for Use of Executive Officials Unemployment Compensation Commission of New Jersey,1939      California. Supreme Court. Records and Briefs California (State)., Court of Appeal Case s B045293      "*Code of Massachusetts regulations, 2004*" ,2004 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020      "Code of Massachusetts regulations, 2006" ,2006 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020      "*Code of Massachusetts regulations, 2000*" ,2000 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020      "**Code of Massachusetts regulations, 2002**" ,2002 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

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