

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



RM Cervero

Job Descriptions Training Manual:

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