

Job Description Template

[ORGANISATION NAME]

Job Title:	
Salary:	
Location/Base:	
Directorate/Dept:	
Reporting to:	
Responsible for:	

JOB PURPOSE / SUMMARY

This section should describe the purpose of the job and what it is intended to achieve.

DUTIES AND RESPONSIBILITIES

*This should form the **main** part of the job description and describe fully the objectives of the role. This part should outline the necessary skills required for the job.*

COMMUNICATION SKILLS

*Describe the communication skills required for the post
Describe the key relationships the post-holder is required to develop or interact with.*

POLICY & SERVICE RESPONSIBILITY

Describe the responsibilities of the job for development and implementation of policy and/or services e.g. write, implement or comment on a policy.

ADMINISTRATIVE/ MANAGERIAL RESPONSIBILITIES

Describe whether the post holder has any responsibility for management, supervision, training and development of employees/students/trainees or equivalent others including whether they are responsible for recruitment, appraising and disciplinary matters.

Describe the post holder's responsibility for financial resources, e.g. cash, invoice payments, budgets and physical assets e.g. clinical, office and other equipment. The value of the resources/budget and the degree of responsibility.

ADDITIONAL INFORMATION / PERSONAL RESPONSIBILITIES.

EXAMPLES SHOULD BE GIVEN TO SUPPORT STATEMENTS.

INFORMATION RESOURCES

Describe nature of responsibility and degree to which it is shared with others with regard to inputting data, maintaining information systems/databases and report writing.

PHYSICAL EFFORT

Describe nature, level, frequency and duration of physical effort. This includes moving and handling, sitting or standing in restricted positions or locations. Duration should include how often within each shift/work period.

MENTAL EFFORT

Describe concentration required, unpredictability and interruptions and the need to meet deadlines.

EMOTIONAL EFFORT

Describe the nature, level, frequency and duration of the emotional effort required to undertake duties that are generally considered to be demanding direct/indirect exposure.

THE WORKPLACE:

Describe where the post-holder is likely to be based and other bases they will be required to travel to.

Equal Opportunities

The Organisation is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependants, sexuality, trade union membership or hours of work. It is required of all employees to uphold this policy in the course of their employment with the Organisation and whilst undertaking their duties.

Health & Safety at Work

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to

others by your work activities, and to co-operate with the organisation and others in meeting statutory requirements.

Confidentiality

The post holder will maintain confidentiality when dealing with sensitive material and information, but will encourage people to be open and raise concerns.

Data Protection

All staff must be aware of the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the organisation and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the organisations establishments within the geographical area of Hertfordshire.

No Smoking Policy

The organisation operates a smoke free policy which means that smoking is not allowed anywhere on organisation sites including buildings, car parks and entrances.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____