

Job Description



Manchester
Metropolitan
University

Please complete all accessible boxes so that your submission is not delayed. Managers please refer to the guidance notes on writing Job Descriptions and Person Specifications.

Position Details		
Faculty/Professional Support Service		
School/Department		
Division/Section/Unit		
Job Title		
Vacancy No	Recruitment Team	
Grade		
Hours of Work		
Contract Duration		
Reports To		
Responsible For		

Principal Accountabilities
<p>GUIDANCE (To be Removed by User)</p> <p>An accurate & concise statement summarising the overall purpose of the job from the University's point of view.</p> <p>The principal accountabilities should be brief and to the point and should not normally be more than 2 to 3 sentences in length. It should NOT include a detailed list of how the job is done, nor is it a list of problems, tasks and activities.</p> <p>Consideration of the following questions may help:</p> <ul style="list-style-type: none">• What is the job intended to achieve?• What would not get done if the job didn't exist? <p>E.g. Clerical Assistant: 'Provide day-to-day clerical support for the team including data input, filing and photocopying'.</p>

Key Tasks

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Key areas in which results must be achieved in order to fulfil the overall purpose of the job. It is not necessary to write the responsibilities in order of importance, but try to follow a logical sequence, listing the relevant key areas of the job first.

Key tasks can be grouped under relevant headings, they should be in capitals and italic like above.

Bullet points should not be used unless they are for sub points of a key task. When they are used, the following style should be applied and the text as far to the left as possible:

Key task statement

- sub point of key task

Each key task statement should be constructed in two halves:

The first half of the statement should describe a main activity and include at least one "action verb" which gives the job holder's responsibility for the activity, so describing what is done and to what/whom.

The second half of the statement should describe why or the end result of the job.

For example, a statement for a clerical assistant could be: 'Maintain and update the student database within the School so that accurate and reliable information is available to Senior Management'.

Special Features

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This section is designed to allow any special features of the post, that you would not require normally, to be captured.

This could be the ability to travel, work specific hours or to speak a foreign language. The statements should be constructed in the same format as in the key tasks section.

Miscellaneous

Choose the management responsibilities relevant to the role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of

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Role Profile

Grade

Analyst

Evaluation Number

Date

the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification



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In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria							
Attributes		Item	Relevant Criteria	Identification Method	Rank		
1	Skills & Abilities	1.1	The key skills required to undertake the role e.g. The ability to analyse information relating to complex situations and communicate findings clearly and precisely.				
2	General & Specialist Knowledge	2.1	Any general or specific knowledge required to undertake the role e.g. Knowledge of HR systems.				
3	Education & Training	3.1	Any relevant qualifications or formal training required to undertake the role e.g. CIPD Qualification or equivalent.				
4	Relevant Experience	4.1	Any previous experience required to undertake the role e.g. Experience implementing a new HR system.				
5	Special Requirements	5.1	Anything that is outside the areas above, and is required to undertake the role e.g. The ability to travel overseas.				
Date of Revision							
Key			Identification Method			A	Application Form
						I	Interview
						T	Test
						C	Copy of Certificates
						P	Presentation
						G	Group Assessment

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	Rank	E	Essential
		D	Desirable