

JOB PROFILE

This form is to be completed for all Hay job evaluations and when recruiting to vacant posts

WHEN COMPLETING THE JOB PROFILE, PLEASE FOCUS ON THE FOLLOWING:

- The main purpose of the job (what the role does most of the time, not in exceptional circumstances)
- Role not the individual

Assume role is carried out to a 3 out of 5 standard – not best performing or poorly performing scenario

RECRUITMENT INFORMATION:

THIS INFORMATION WILL BE USED WHEN ADVERTISING YOUR POST. PLEASE ENSURE THAT YOU INCLUDE ALL THE INFORMATION ABOUT THE JOB ROLE AND COMPETENCIES YOU WISH TO BE VIEWED BY THE CANDIDATES

JOB PROFILE SUMMARY

Job Title

Reports to Job title of Manager/Supervisor and Department Name

Date

Please attach an organisation chart and any additional information to help explain the context of the job.

MAIN PURPOSE OF JOB

Summarise explaining:

- **WHY** the job exists?
- **WHAT** it has to achieve?

*This should describe the **ultimate aim of the job** rather than its component parts e.g. **WHAT** is done, to **WHAT/WHOM**, to **WHAT** end.*

KEY DUTIES/ACCOUNTABILITIES:

Identify the six to eight main things the job holder must do to make sure that the main purpose is met. These should be the things that need to be done, the services that need to be provided. You should describe, "what you do" and "why you do it", rather than "how". It is helpful to ensure that each accountability states what is done, to what/whom and with what outcome (e.g. Prepare, monitor and control the annual departmental budget to ensure expenditure is in line with the business plan.) Include key challenges of the role.

1. **Heading**

2. **Heading**

3. **Heading**

4. **Heading**

5. **Heading**

6. **Heading**

ADDITIONAL DUTIES & ACCOUNTABILITIES *(add additional rows as necessary)*

1.

2.

3.

KNOWLEDGE, SKILLS & EXPERIENCE

This section is to define/qualify the expertise/capability which is ESSENTIAL to meet job demands.

Business Knowledge

- summarise areas of business knowledge required to perform the role EFFECTIVELY

Essential Functional / Technical Skills

- *summarise essential skills / experience/ specialised knowledge required to perform the role EFFECTIVELY*

Qualifications

- *What qualifications are **essential** to do the job?*

Personal Attributes / Competencies

- *summarise essential personal characteristics required to perform the role EFFECTIVELY*

END OF THE RECRUITMENT PROFILE

FURTHER INFORMATION: (FOR JOB EVALUATIONS PURPOSES)

KEY CONTACTS

Typical Reason for Contact	Type of Contact	Job Title of	Frequenc
e.g. obtain information give advice / sell / influence	telephone / face to face / e-mail / meetings	Job Title	Daily / weekly / monthly etc.

Use the above table to identify the other jobs the job holder interacts with in order to fulfill their role (e.g. superiors, peers, subordinates, clients/customers, suppliers). We are looking to understand in what way the job holder interacts with others and why. Include who the role line manages and / or supervises.

- What people skills including influencing and negotiating are required to perform the role?

PROBLEM SOLVING AND CHALLENGES

- What are main challenges for this role?
- What levels of Planning & Organising are required (include timescales for action)?
- What job related policies, procedures & committees does the post-holder need to adhere to?
- What are the main problem solving areas that are required in this role?
- What are the main constraints to getting the job completed satisfactorily?

IMPACT

Types of Jobs Managed by Jobholder	No of staff	Direct/Indirect
e.g. specify the job titles of any internal jobs or contractor /agency workers managed by the job holder.		e.g. indirect if there is "dotted line" responsibility

ACCOUNTABILITY

BUDGETS/FINANCIAL RESPONSIBILITIES/PROJECTS

- Please state the key financial responsibilities required for this role:
- What is the estimated value?
- What level of control do they have?
- Key Activities / Projects Managed (Identify impact, effort, cost, time invested).

DECISION MAKING

- Outline the most important decisions typically expected to be taken on a daily/monthly/annual basis
- Outline the most important recommendations expected to be made for others to decide on including the level of supervision the role requires