**EMPLOYING YOUR NEW STARTER**

**Guide 2.3 (T):**

**The Job Description – Template**

**Job Title**

|  |
| --- |
| **Job Role Purpose** |
|  |
| **Key Responsibilities** |
|  |

*You may be asked to do tasks that are not on this list, but you will not be asked to do* anything unreasonable. If this list of usual tasks needs to change, this will be discussed with you.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Professional Qualifications and Experience** | **Criteria** | |
| **Knowledge/Skills** | **Essential** | **Desirable** |
| Demonstrate knowledge and experience of… | x |  |
| Demonstrate a high level of numeracy and accuracy. | x |  |
| Demonstrate good verbal and written communication skills. | x |  |
| Demonstrate an ability to work effectively under pressure in order to meet deadlines. | x |  |
| Demonstrate an ability to work both independently and in a team setting. | x |  |
| Lead by example and demonstrate expected business standards, holding yourself and your team members accountable. | x |  |
| Adopt a flexible and positive approach towards  workload, advocating on behalf of the clients and… | x |  |
| **Qualifications** | | |
| Ideally working towards…or equivalent qualification. |  | x |
| **Experience** | | |

|  |  |  |
| --- | --- | --- |
| Previous experience in a…environment. |  | x |
| Excellent numeracy skills. | x |  |
| Excellent prioritisation skills, with a high level of attention to detail. | x |  |
| Strong customer interaction skills (by telephone, face- to-face and written). | x |  |
| Strong analytical skills, able to break down a problem into its component parts and identify suitable solutions. | x |  |
| Able to remain calm and objective under pressure. | x |  |