

**THE POST**

**Faculty/Service:**

**Post:**

**Reference No:** **HR to complete**

**Grade:** Predicted grade, which will be assessed via the relevant job evaluation process.

**Reporting To:**

**Responsible For:**

The above full-time/part-time/permanent post is available from DATE to DATE immediately in the Faculty or Service.

**The text in blue offers guidance on information that can be included within the description and should be deleted on completion.**

# Job Description

A typical job description may provide approximately three sentences that provide an overview of Faculty or department that the post will be working in.

**Main purpose of the job:**

**Why does this role exist?**

This section focuses on what the job is intended to achieve. The main purpose of the role should be summarised in a concise manner. A typical job description would provide the relevant information for this section in approximately 4 to 6 sentences.

* When writing this section, please consider:
* What are the main goals of the post?
* What is its core function?
* What contribution will this role make to a team or project?

**Main duties and accountabilities:**

**What will this role achieve and how does it fulfil its purpose?**

This section details what the role will achieve and the duties it will complete to fulfil the above purpose.

It should therefore:

* Contain only core responsibilities of the role, which are distinct from each other.
* Use active verbs to indicate the level of responsibility for example to support, manage, lead or create, as well as describe if the role is operational, strategic or a mixture of both.
* Avoid overly specific statements and exhaustive lists.
* Avoid the use of University specific terminology and acronyms if possible to ensure the description is accessible to candidates. If used, please expand and explain.
* Not contain any reference to experience or abilities – this would be covered in the person specification.

A typical job description would contain approximately 12 to 14 statements to ensure a concise and accessible description.

You may also wish to consider utilising some of the below headings (where appropriate) to support an effective structure that aligns with HERA/HAY evaluation.

**Communication and Liaison**

Consider here the communications required to fulfil the purpose of the role and the importance of building relationships:

* Audiences and individuals communicated with e.g senior managers, outside of own team, students or external businesses?
* Is this role customer focussed?
* Will it require negotiation or influencing skills?
* How complex is the information being communicated e.g is this strategic, operational, or academic data?
* Will the role be required to write formal papers for others or provide reports? If so, at what level?
* Will this post be partaking in or leading any groups or networks?

**Service Delivery**

* What service will this post be delivering?
* Will the role be responsible for service improvement?
* Is it customer focused and who will it predominantly work with, for example external or internal stakeholders?
* Will it be setting targets or working to/measuring achievement against KPIs?

**Decision Making**

* What types of decisions will be made and are they strategic, operational or related to own work?
* Will this post make any independent decisions?
* What collaborative decisions will be made?
* Will this post provide specialist advice?

**Planning and Organising Resources**

* Will this post be responsible for planning and organising its own work?
* Are they managing projects, resources and on what scale e.g a section of a faculty?
* Are they planning team resources including workload?
* Budgetary responsibility?

**Problem Solving**

* Reactive or proactive problem solving?
* How predictable are the problems and how easy are they to resolve?
* Is this post a point of escalation for complex problems?

**Analysis and Reporting**

* Is this a core responsibility of the post?
* How routine is the data being analysed and how can this be accessed?
* Will the post be required to conduct investigations or interpret results?

**People Management**

* Is this role supervising others on a regular basis?
* Is this role allocating work and directing the delivery of their team?
* How many individuals, teams or sections does this post formally line manage?
* Are they responsible for the PDR process or completion of inductions?
* Is this post managing the input or work allocation of others through a matrix management arrangement?
* Will they deputise for a senior role?
* Are they part of SMT?
* How far is this role involved in pastoral care and wellbeing?
* Will this role be required to offer train, for example provide regular training sessions, monitor/feedback on learner progress?

This job description summarises the main duties and accountabilities of the post and is not comprehensive. The post**-**holder may be required to undertake other duties of similar level and responsibility.

# Person Specification

The criteria detailed here will not only determine the quality and type of applicants who apply for the role, but will also be used benchmark candidates during the interview process. It is important therefore to carefully consider the skills, experience and knowledge required to complete a post.

As a disability confident employer, all applicants who declare a disability will automatically be shortlisted for interview.

Careful consideration should therefore be given as to if a criteria can be fulfilled via transferrable skills and experience, as well as the importance of the right behavioural characteristics. This will prevent suitable applicants being discounted and also ensure a diverse talent pool.

**Essential criteria**

This should provide only what is absolutely necessary and crucial to complete the role, for example if the post holder does not have this skill/experience/characteristic, they could not successfully fulfil the role.

**Desirable**

This section details criteria that will enhance the ability of the individual to complete the role, however are not necessary for success. These skills and experience can also be learnt or developed once in post.

Elements of the headings detailed in the main body of the description could be utilised to create successful criteria.

|  |  |  |
| --- | --- | --- |
| **Competency** | **Essential** | **Desirable** |
| Attainments/Qualifications | Consider here the qualifications that are strictly necessary to the post.Is a degree necessary to successfully complete the role?Will this role require certain professional qualifications?An example requirement here could include ‘A levels or equivalent experience.’ |  |
| Skills and Understanding | The following headings provided above could be explored here in terms of skills and understanding:* Problem solving
* Service delivery
* Decision making
 |  |
| Prior Experience | The following headings provided above could be explored here:Service deliveryProblem solvingIf the role will be line managing individuals, is prior experience beneficial?   |  |
| Behavioural Characteristics |  |  |
| Circumstances |  |  |

# Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting insert contact name, job title, telephone (01392/01326 insert number) or email email address@exeter.ac.uk.

**Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](http://www.exeter.ac.uk/staff/employment/conditions/terms/).

**Further Information**

Please see our [website](http://www.exeter.ac.uk/working/prospective/) for further information on working at the University of Exeter.