# University of Reading Logo

**Human Resources**

# Job Description

|  |  |
| --- | --- |
| Job title | This indicates the level of the post |
| Department/Unit |  |
| Job Type | E.g. perm/FTC, Hours |
| Grade: | e.g. Grade 3 |
| Accountable to | Line Manager |
| Accountable for | any members of staff this person line manages |
| HERA Code |  |
| Vacancy reference |  |

## Purpose

A short sentence stating the role of the post within the organisation

## Team Structure

An overview of the team

## Main duties and responsibilities

A list of the main responsibilities and duties to be undertaken set out broadly in order of importance and in a logical order. These should be described clearly. Activities carried out by the job holder must be distinguished from those which he or she has to see that others carry out. Performance objectives should be measurable, such as "able to meet tight deadlines while providing a helpful and friendly service." Beware of exaggerating the complexity of tasks in an attempt to make the job sound more interesting.

## Supervision received

Details of the post to whom this post reports together with a description of the nature of the supervision (e.g. general guidance, detailed supervision etc.).

## Supervision given

Details of the posts for whom the post is responsible (if applicable) together with a description of the nature of the supervision (e.g. general guidance, detailed supervision etc.).

## Contact

Details of the departments/external organisations/bodies with whom there is frequent contact or liaison.

## Terms and conditions

e.g. hours per week, some weekend working may be necessary, shift patterns etc.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed:**

# Person Specification

|  |  |
| --- | --- |
| Job Title | School/Department |
|  |  |

**Which stage these Criteria be assessed:**

A = Application

I = Interview

P = Presentation/Pre task/Other (delete and amend as appropriate)

|  |  |  |
| --- | --- | --- |
| Criteria | Essential | Desirable |
| **Skills Required**  *List the skills required of the post holder.* | * E.g. * Good numeracy and literacy skills (A and I) * The ability to organise and prioritise own work accurately to deadlines (P) * Good time management and organisational skills (P and I) * A high degree of computer * Literacy – MS Office (A and I) * Good communication skills (I) * Ability to work independently and as part of a team (I) |  |
| **Attainment**  *Detail the levels of educational achievement and vocational training necessary to carry out the duties of the post. Include level depth or standard of qualification.* |  |  |
| **Knowledge**  *List the areas of knowledge in which the post holder would have to be proficient to carry out the duties of the post.* |  |  |
| **Relevant Experience**  *Detail the level of experience required of the post holder. Also periods of experience including levels of achievement.* |  |  |
| **Other**  *Detail any specific requirements not covered by the above.* |  |  |

**Completed By**

**Date**

REMEMBER:

DELETE THE INSTRUCTIONS BELOW THE CRITERIA TITLES BEFORE SENDING TO HR