

Preparation of NJC job description

Introduction

These notes provide advice and guidance on preparing an NJC Job Description, using the completed job description questionnaire.

The Purpose of the Job Description

Job descriptions are written to provide an overview of a role, including the key responsibilities and accountabilities expected of the post holder. Job descriptions are used during the recruitment process and should provide a clear, concise and honest reflection of the role.

A well written job description attracts the right candidate for a role. Reading the job description, candidates should be able to understand what the role entails and whether they have the necessary skills and experience to apply.

The job description is a reflection of the Council and the School, and will shape people's opinions about CBC as a Council and an employer and the School. For that reason job descriptions should meet our corporate branding and style, be written in plain English and without jargon.

When writing the job description questionnaire and job description, it is important that all essential criteria are essential to perform the duties of the role. Consider for example whether a degree or professional qualification is absolutely necessary.

Completing the Job Description Questionnaire

Before you can complete the job description you must complete the job description questionnaire (JDQ). This document is broken down into sections and asks questions about the role and the responsibilities of the role holder. It is this document which will be assessed by the evaluation panel and given an appropriate salary points that translate to Levels. It is also from this document that the content for the job description will be taken. It is therefore crucial that the JDQ is a whole and accurate reflection of the position in question.

Completing the Job Description

The NJC Job Description is broken down into three sections. Each section is populated from the content of the JDQ as follows:

- **Job Profile**

This section is taken from the NJC JDQ – ‘Job Profile - Main Purpose of Job’. This should be a short summary statement explaining the overall purpose of the job.

- **Main Duties and Responsibilities**

This section is taken from the NJC JDQ- ‘Job Profile – Main Duties and Responsibilities’. This should not be an exhaustive list of tasks, it should be the key accountabilities only, and should be around 8 points long.

- **Organisation Chart**

This section is a copy of the Organisation Chart as set out in the JDQ. The Organisation Chart allows applicants to understand the role in context, and should show the reporting lines both above and below, and any peers that the post holder will work alongside. The chart should not include names of any substantive post holders, just job titles.

Completing the Person Specification

The person specification sets out the necessary qualifications; experience; skills and abilities; and behaviours for the role. This is broken down into Essential and Desirable criteria. The person specification is a crucial document during the recruitment process, as applicants will make their applications specifically against these criteria. During shortlisting it is the panel’s responsibility to assess each application against the criteria in the person specification in order to determine whether the applicant is a suitable match for the role.

The content of the person specification should be taken from the JDQ.