

Job Description

Preparing to Recruit

Format of the Job Description

Before a vacancy is advertised, the Chair of the recruitment panel must liaise with the HR Business Partner team to ensure that the job description is accurate and up to date.

It should contain:

An accurate job title and the grade of the post, reflecting the establishment.


The main tasks of the job (not an exhaustive list of everything the person might be expected to do). These are the key duties and responsibilities to be performed by the post holder.

To whom the postholder is responsible and the Service in which the post is based.

The outline of the job. This is a short statement, usually no more than one or two sentences, which states the objectives of the job.

The job description should be as clear and concise as possible. Difficult tasks should not be left out if they are part of the job as this could mislead the applicant.

Who needs the Job Description?



The Chair of the recruitment panel
and the HR Business Partner team

The Recruitment Team

The Applicant

Specifically, when reviewing a job description you should consider how any changes you might propose would affect other posts within the section or Service. The job description must clearly link with the job evaluation overview document. Any changes should be reviewed and approved by the HR Business Partner team.

The job description outlines the duties and responsibilities of the post but not the skills, knowledge and abilities the post holder requires. It is only as good as it is accurate.

If you need further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk