A picture containing graphical user interface

Description automatically generated

**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.**

**Before writing a Job Description, please ensure you have completed the mandatory training in recruitment processes and have read the latest guidance on writing a job description. Whenever necessary, advice should be sought from the University’s PS Connect recruitment team.**

A Job Description provides a broad statement of the scope, duties and responsibilities of a job. If you are writing an academic job description, please refer to the standard templates on the [recruitment webpage](https://www.exeter.ac.uk/staff/employment/recruitment/forms-templates/).

# Job Description

A typical job description may provide approximately three sentences that includes 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?

**\*TIP**: Active verbs, best to remove “support” and “lead” as these are considered to be gendered language\*

**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, manage or create, as well as describe if the role is operational, strategic or a mixture of both. Avoid gendered verbs such as “lead” or “support” (use an online gender decoder tool to check, e.g. https://gender-decoder.katmatfield.com/ https://gender-decoder.katmatfield.com/)
* 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?
* How complex is the information being communicated e.g is this strategic, operational, or academic data?
* Will the post holder be required to write formal papers for others or provide reports? If so, at what level?
* Will this post holder be partaking in or leading any groups or networks?

**Service Delivery**

* What service will this post holder be delivering?
* Will the post holder be responsible for service improvement?
* Is the role customer focused and who will the post holder predominantly work with, for example external or internal stakeholders?
* Will the post holder 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 holder make any independent decisions?
* What collaborative decisions will be made?
* Will this post holder provide specialist advice?

**Planning and Organising Resources**

* Will this post holder be responsible for planning and organising their 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?
* Will the post be required to conduct investigations or interpret results?

**People Management**

* Is this post holder supervising others on a regular basis?
* Is this post holder allocating work and directing the delivery of their team?
* How many individuals, teams or sections does this post holder formally line manage?
* Are they responsible for the Performance Development Review process or completion of inductions?
* Is this post holder managing the input or work allocation of others through a matrix management arrangement?
* Will they deputise for a senior role?
* Are they part of the Senior Management Team?
* How far is this role involved in pastoral care and wellbeing?
* Will this post holder be required to offer training, 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 influence the quality and type of applicants who apply for the role since we can expect prospective applicants to self select themselves based on the criteria list. These criteria will be used to assess candidates during the shortlisting and interview processes.

As a disability confident employer, all applicants who declare a disability will be shortlisted for interview if they meet the minimum- ie essential criteria.

To avoid suitable applicants not applying or being discounted after application and to ensure a diverse talent pool and opportunities for career development and progression (achieving the aims of the Exeter Professional), it is important to carefully consider:

* Minimising the lists of required skills, experience, and knowledge to only those necessary to perform effectively in the role (with training if necessary).
* Listing criteria which can be fulfilled via transferable skills
* The importance of the right and unbiased behaviour characteristics
* Awareness of unconscious bias when creating the personal specification.

**GENDER DECODER**: The personal specification, and ideally the whole Job Description, must be run through an online Gender Decoder to check for biased language. The University recommend this one: [https://gender-decoder.katmatfield.com/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgender-decoder.katmatfield.com%2F&data=05%7C02%7Ccj261%40exeter.ac.uk%7C31f4c71a6c714f8339dc08dc6472f222%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638495692041777742%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=IHxkT7hA6aemJE67xM0%2FBrLnCsjvoyZmOYmUalglw3I%3D&reserved=0)

**Essential criteria**

These are the minimum, specific requirements for effective performance. They form the basis of shortlisting.  Try to avoid having more than 8 to ensure you are not excluding anyone who may have the main skills required to do the job. List only what is necessary to perform effectively in the role: if the post holder does not have this skill/experience/characteristic, they could not successfully fulfil the role.

**Desirable**

These are desirable requirements, which could improve performance, enhancing the service delivered. Desirable factors should be minimised and carefully selected as they can unintentionally deter diverse candidates who do not identify with the picture of the “ideal” candidate described.  Be wary of introducing criteria that bias the description toward a particular type of desired candidate.

These skills and experience can also be learnt or developed once in post.

When setting any job criteria, they must be clearly linked to the tasks and functions of the job and not related to a particular “type” of person. It is important to challenge your own biases regarding previous job holders or preconceptions you may hold about the “type” of person you are looking for. Criteria must be objective and directly related to the requirement of the role. They must also be fair and transparent.

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

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Attainments/Qualifications | Consider here the qualifications that are strictly necessary to the post.  Is a degree necessary to successfully complete the role or could relevant experience be an alternative?  Will this role require certain professional qualifications? |  |
| Skills and Understanding | List here the key prior skills and knowledge necessary to be successful in this role. |  |
| Prior Experience | List here only necessary previous experience.  The headings provided above could be explored here. |  |
| Behavioural Characteristics | List here any essential behavioural characteristics necessary for the role. Be wary of stereotyping and/or excluding any diverse or minority groups. |  |
| Circumstances | e.g must hold a valid UK driving license |  |

# 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.