Job Descriptions

Ruth Seddon HR

Key Points

- You should have a job description for every post, even if it is brief
- Do review them regularly, at appraisal time is ideal but every few years at least
- Make sure the job title and job description attached to it are unique; do not have the same job title attached to different job description as this can cause you problems
- Key things to cover are main duties, but you can also add skills and knowledge or qualifications required for the post
- Make sure you include specific people management responsibilities where the jobholder manages staff
- Try to be consistent in contents for post at similar levels in the organisation

Changing JDs

- You do have the right to change a job description when you wish
- No-one has the right to carry on doing the job in exactly the same way and using the same technology as they did before
- Make sure you don't change the responsibility level of the post by accident as you may then get claims for more pay, or even grievances
- Always best to discuss a proposed new job description with an employee before issuing it to anticipate any problems