

**Guidance for use of this document**

**Please delete this page on final job description.**

1. This template is for use in writing Job Descriptions (JDs) for any purpose. This template can be expanded as required.
2. Guidance for writing job descriptions is available on the [HR A-Z forms](https://human-resources.ed.ac.uk/a-to-z-of-forms) webpage.
3. If you are advertising this job in People and Money you should save this document in the following file name format **Job Family\_Job Function\_Requisition Number\_Job Title** before uploading this to the [Job Description Library](https://uoe.sharepoint.com/sites/jobdescriptionlibrary). You will be emailed a unique link to the Job Description after you have uploaded the document, this link is what you need to use in the ‘posting description’ (advert) of the job requisition.
4. Further information is available in the [Guidance for Saving Job Descriptions to the Job Description Library](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides)
5. Please refer to the [Disclosure and PVG Checks](https://human-resources.ed.ac.uk/recruitment-guidance/disclosure-and-pvg-checks) webpage to check if a Disclosure or Protection of Vulnerable Groups (PVG) check is required for the role and note this if applicable under the Pre-Employment checks section.
6. Please refer to the [Health and Safety](https://health-safety.ed.ac.uk/safety-responsibilities/recruitment) webpages for further information regarding Key Job Hazards that may be applicable to the role, you should note these on the job description under the Key Job Hazards section.



**Job Description**

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Department / School:** |  |
| **Reports To:** |  |

**Job Purpose**

Normally no more than 2 or 3 sentences. Summarise the key accountabilities and overall purpose of the role

**Main responsibilities**

Bullet point in order of importance/ percentage of time required. Recommended between 4 and 8 points. Percentage of time should total at least 95% and no more than 100%)

* Insert text and % of time
* Insert text and % of time

Key contacts / Relationships can be included here

**Planning & Organising**

* Insert text
* Insert text

**Problem Solving**

* Insert text
* Insert text

**Decision Making**

* Insert text
* Insert text

**Knowledge Skills and Experience**

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** |
| **Education, Qualifications & Training** | * Insert text
* Insert text
 | * Insert text
* Insert text
 |
| **Knowledge & Experience** | * Insert text
* Insert text
 | * Insert text
* Insert text
 |

**Dimensions**

Relevant factual, quantitative information that describes the management/supervisory responsibilities and scope of the job on an ongoing basis.

**Additional Information**

A brief explanation of any aspects of the job not covered in the previous sections

**Pre-Employment checks for the role (can be deleted if no requirement for the job)**

**(Please delete any non-applicable items)**

This job requires:

* Level 1 Disclosure check (Basic Disclosure)
* Level 2 Disclosure check (Standard Disclosure)
* Protection of Vulnerable Groups scheme (PVG) check
* Home Country Criminal Record check
* Counter Terrorism check

**Key Job hazard information specific to the role (can be deleted if no requirement for the job)**

This role may result in potential exposure to certain hazards as listed below. These will be risk assessed by the school or department, which may require you to participate in, for example, health surveillance or follow other health and safety requirements.

**(Please delete any non-applicable items)**

* Working with animals, including farm animals, insects and birds.
* Working with pathogens or pathogen infected materials.
* Working with pathogens or genetically modified organisms in containment level 3.
* Working with Human tissues and blood.
* Work with ionising radiation that requires formal Classification of the individual.
* Work or contact with non-ionising radiation sources such as Lasers and hazardous EMF sources.
* Exposure to respiratory/skin sensitisers e.g. solder flux, latex, isocyanates, wood dust, glues and resins.
* Toxic metals e.g. lead, mercury, thallium.
* Regular exposure to noise at an action level that requires health surveillance.
* Regular use of vibrating tools at an action level that requires health surveillance.
* International travel on behalf of the University and/or high hazard fieldwork
* Night work (between 2300 and 0600hrs inclusive).
* Respiratory protection.
* Other - Please specify.

If you require this document in an alternative format, please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.