**Chartered Qualification in Human Resource Management**

**Individual assignment – Job analysis**

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# **Question 01 - The importance of preparing job descriptions and job specifications**

Today's organizations need to make sure their workforce is appropriately structured to reach their strategic objective because it is a competitive business environment. Developing Job Descriptions (JDs) and Job Specifications (JSs) for priority positions would definitely be one of the most important tasks in managing effective human resources. This aspect of preparation is concerned with the foundation of other HR functions, such as recruitment and selection, training and development, performance management, and legal compliance.

## **Clarity in roles and responsibilities**

A well-structured job description clearly outlines the tasks and duties that a particular job entails. This crispness helps the employees to understand their expectations, thus minimizing their confusion and ambiguity regarding the role. By defining what is expected from the onset, employers may foster productivity and efficiency while emphasizing employee accountability.

## **Effective recruitment and selection**

To accurately describe the job to be performed has an importance in recruiting. It offers the recruiter with detailed insight into the requirements of the role, encouraging only appropriate candidates to apply. In contrast, a well-structured job specification details out the necessary qualifications, skills, and experience desired from candidates. This goes a long way in ensuring that only applicants with relevant credentials respond to the job advertisement, thus conserving time and resources for the employer and job seekers. (Team, 2025)

## **Training and development planning**

Training and development programs can be effectively designed based on job analysis data collected through job descriptions and specifications. When HR professionals understand the skills and competencies required in a job, they will be able to ascertain skill gaps, and provide a focused training program to enhance employee capabilities. This, in turn, ensures constant growth in their profession while preparing them for further advancement in their careers in the organization.

## **Performance and reward management**

Performance evaluation is intimately connected to job descriptions. They set up performance standards to guide a manager in appraising employee effectiveness against set expectations. Furthermore, job specifications kind of keep in perspective the consideration of wisely integrating a compensation structure wherein salaries would be in relation to important factors such as job size, skill requirements, and other prevailing industrial practices.

## **Legal compliance and workplace safety**

The employment descriptions and specifications can create avenues for organizations to comply with employment laws and even health and safety regulations. They will ensure that fair hiring decisions eliminate most discrimination claims. Creating job specifications, in addition to physical ones, allows organizations to put safety measures in place that prevent health hazards occurring in the workplace and thus preserve the safety and health of employees. (Calli, 2023)

# **Question 02 - A detailed explanation of the job analysis**

In job analysis, systematic collection and analysis of data about a job is conducted in order to create accurate Job Descriptions (JDs) as well as Job Specifications (JSs). This offers the organization an opportunity to delineate key responsibilities for different functions, required qualification of personnel, and expectations with regards to performance.

## **Defining the purpose and scope**

Identifying for what purpose job analysis is being done is the first step in job analysis. Whether for recruitment or for training or for restructuring or for performance evaluation-it helps define the relevant data collected. The scope of job analysis must also be determined, specifying in particular positions the need for JDs and JSs and how detailed analysis will be done.

## **Data collection methods**

Different techniques can be used to gather job-related information. Interviews with the employees and supervisors give direct insight into job roles and responsibilities. Observation helps HR professionals understand job tasks in action. Questionnaires can be sent to employees to record their daily work, obstacles to job performance, and skills required. (Team, What Is Job Analysis?, 2024)

## **Processing and analyzing data**

The data collated requires analysis to elicit the major responsibilities, skills, and work conditions of an employee. If done in-house, the compiling of results will be followed by validation with department heads; otherwise, external agencies can give fold-out figures, compared to industry standards, for possible job description assumptions within the market.

## **Developing job descriptions and job specifications**

The immediate post-job data analysis activity is drafting job descriptions that show the respective duties, reporting relationships, and performance expectations. Simultaneously also the job specification showing all necessary qualifications, skills, and experience is drawn up. These documents must then be submitted to management for approve. (Patterson, 2023)

# **Question 03 - Usage and benefits of job analysis in key HR functions**

Job analysis makes up the backbone of various HR functions, as it provides information about jobs, what they do, and what competencies are needed. Systematic data gathering on different job roles will contribute to improving recruitment & selection, training & development, performance & reward management, and health & safety practices in an organization.

## **Enhancing recruitment and selection**

Well-done Job Analysis facilitates accuracy in recruitment and selection. It spells out the reason for job roles, main skills, and key qualifications necessary for developing job descriptions along with job specifications that convey suitable candidates; thus helping recruiters screen applicants based on objectively defined criteria for reducing hiring errors.

## **Supporting training and development**

The job analysis process outlines the requisite skills and knowledge for a particular job. In recognizing skill gaps, organizations can actually develop training courses that fit the skills needed by employees to achieve improvement and growth in their career. Training courses can often be customized for individual and organizational needs so that employees stay competitive in the job market. (Siddique, 2004)

## **Improving performance and reward management**

Stated objectives or job expectations are deemed essential starting points for any performance evaluation, which in turn is guided by job analysis. Job analysis provides the basic job requirements and appropriate key performance indicators (KPIs) for job performance evaluation. It will also be useful for establishing reward systems that equate salary, bonuses, and promotions with job complexity and employee effort. When performance appraisal and reward systems are explicitly defined and made known to all, motivation, satisfaction, and retention will surely be enhanced.

## **Ensuring workplace health and safety**

Also, it provides insight into safety in the workplace. The state of the job is such that it will be able to tell what hazards might possibly exist, as well as what kind of safety measures, personal protective equipment, and compliance with occupational health and safety might be needed. All that is left is putting together emergency procedures and designing ergonomic workplaces for injury-free workspaces, thus enhancing employee well-being. (Dalvi, 2025)

# **Question 04 – Job specification sample**

## **Job specification for manager of international sales & marketing**

Physical Make-up:

* In good health and ability to travel fluently or often internationally.
* Sense of professional competence and confident.

Attainments:

* It is required to have a Bachelor's qualification in the relevant discipline of degree program like Business Management, of Marketing, or alternatively, Business Administration (Master's preferred).
* A minimum of 5-7 years' international sales and marketing experience is desired, preferably gained in a multinational company.
* Proven steady track record in global sales management and revenue target achievement.

General intelligence:

* Robust analytical skills with an ability to analyze market trends and competitor strategies.
* Ability to develop and implement global marketing strategies.
* Fast decision-making in a fast-changing business environment.

Special aptitudes:

* Possess outstanding negotiation and persuasion skills when it comes to clients and partners across borders.
* Competent with knowledge of digital marketing, CRM tools, and data analytics.
* Knowledgeable in international trade regulations and export laws.

Interests:

* Favoring the fact of networking, customer engagement, and business growth strategies.
* Helping clients accomplish their financial or business goals brings much enthusiasm to a person.

Disposition:

* Gracious and cordial disposition in gaining the trust of clients.
* Proactive self-motivator with the patience and resilience needed at the highest levels of activity.
* Someone who can work under extreme pressure and meet sell targets.

Circumstances:

* Willingness to travel worldwide, as and when needed.
* Flexible working schedule worn by navigating time zones and international business meetings. (team, 2024)

## **Job specification for relationship manager**

Physical make-up:

* Articulate and businesslike appearance.
* Aggressive and active disposition capable of dealing with several clients daily.

Attainments:

* The candidate must possess at least a bachelor’s degree in Business Management, Finance, or in a related field.
* He/she should, however, have a minimum of 3-5 years in client relationship management preferably in either banking, insurance, or corporate sales.
* Evidence of excellent customer service and business development skills is a must.

General intelligence:

* Assessing customer requirements and presenting them with appropriate financial or business solutions.
* Solving problems effectively and fast-thinking so as to provide efficient handling of customer concerns.
* Sound knowledge of business trends, financial services, and market dynamics.

Special aptitudes:

* Communicating brilliantly in words and writing.
* As well is potential to keep excellent relationships with clients?
* CRM software and some data analysis tools for analyzing client interactions and sales performance.

Interests:

* Engagement with the aspects of networking arising out of client interaction and creating business growth strategies out of such interactions.
* Consistency in vision regarding achieving the financial or business dreams of his clients.

Disposition:

* Personality attributes that are friendly and accessible in winning over customers for trust.
* He/she is proactive and very self-motivated with patience and lost more than the usual amount of tolerance.
* Ability to work under pressure and meet sales targets.

Circumstances:

* Willingness to work on flexible hours so as to meet client availabilities.
* Ability to travel within the local area for the sake of meeting with clients and attending business functions. (Carl, 2017)

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