**EE-JD - Understanding A Job Description Handout**

**Part 1: Job Description Structure**

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| **Section** | **Explanation** |
| **Job Title** | **Provide short information about the job, what the role is.**  **Show some level of seniority in the company.** |
| **Job Purpose** | **Outline the function of the job within the company.**  **What the role is designed to do, this role is integral in x team for y activity.** |
| **Duties and Responsibilities** | **Provide details about what you’ll be doing day to day.**  **Duties = the tasks that you are required to do as part of the role.**  **Responsibilities = what is your duty to look after and oversee.** |
| **Qualifications, Experience & Skills** | **The level of experience, qualifications and skills you will need to be successful on the job – often split into whats preferred and whats required for the role.** |
| **Company Information** | **Information about the company, who to contact, to find out more about their culture and history. How many staff there are, what they do, location, style of working remote, hybrid or office based.**  **Missions/Values.** |

**Part 2: Approaching A New Job Description**

**Directions**

**30 sec**  Move into breakout rooms

**3 min** Read and reflect on Job Description Example

**6 min** Discuss and answer the questions as a group

**Questions**

1. *Which industry is this company a part of?*
2. *Are there keywords from the “Responsibilities & Duties” section that match your Generation training? If so, what are they?*
3. *Are there keywords from the “Knowledge, Skills & Experience” section that match your Generation training and previous experience? If so, what are they?*
4. *Does this position match your lifestyle expectations or needs?*
5. *Would this role be suitable for you? Why or why not?*
6. *How could you use the information from this job description in the recruitment process?*

**Job Description Example**

**Data Engineer - £28,000 per annum (pro rata), full-time, permanent**

**About Us**

PLP is changing the world of recruitment. We are on a mission to help construction and engineering firms make fairer and better decisions about their people by helping our customers answer tough people-strategy questions like: 'How can we achieve 30% of women in leadership by 2030?' or 'How can we eliminate bias in the recruitment process?’. This is enabled by our innovative knowledge management systems and data automation techniques, and our live knowledge base containing over 500,000+ construction and engineering professional profiles globally.

We are looking for a Junior Data Engineer to join our team, helping to build data solutions for busy companies. We offer fully-remote, or hybrid (joining our Birmingham office), roles. You will be working in a fast-paced environment so you must be able to deal with pressured situations and work on your own initiative. Your standard working hours will be Monday - Friday, 9am - 5.30pm.

**Responsibilities & Duties**

Below are some of the key areas that this person will manage and maintain:

* Gathering, cleaning and processing data
* Designing and building data infrastructure, such as pipelines and dashboards
* Simple data analysis as required
* Building processes for unstructured data from scratch
* Establishing best practice for processes and data models
* Problem-solving coding issues with data
* Working as part of a small but energetic team

**Knowledge, Skills & Experience**

• Ideally 1-3 years' experience working in an IT/data engineering role

• Good knowledge of Python and SQL

• Knowledge of Cloud-based computing (AWS/Azure)

• Excellent team player, positive and collaborative.

• Excellent attention to detail problem-solving skills

• Able to work well under pressure

• Experience working in recruitment or the construction and engineering industry an advantage

**Benefits**

• Flexible options on remote or hybrid work patterns

• 24 days a year paid holiday (plus bank holidays)

• Training opportunities for professional development

• Access to free mental health coaching in the workplace