APPENDIX 2A – EMPLOYERS’ HANDBOOK *(Remove comments in red)*

JOB DESCRIPTION

**Job title:**

**Reporting to:**

**Responsibility for others:**

**Location:**

**Overall purpose of the job:** (why does the job exist?)

**Key activities** (start each one with a verb):

1.

2.

3.

4.

5.

6.

7.

8.

**Any special requirements:** (hours, travel etc.):