**COMPANY NAME**

**JOB DESCRIPTION FORM**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Description | | | | | | | | | |
| Job Title: | | |  | | | | | | |
| Department/Location: | | |  | | | | | | |
| Reports to: | | |  | | | | | | |
| Staff Responsibilities: | | | | | | | | | |
| Hours of work: | | |  | | | | | | |
| Salary Range: | | |  | | | | | | |
| Summary of Position: | | | | | | | | | |
| Primary Responsibilities | | | | | | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
| Personal Specification | | | | | | | | | |
|  | | **Essential** | | | | | **Desirable** | | |
| Qualifications & Training | |  | | | | |  | | |
| Experience | |  | | | | |  | | |
| Qualities and Attitude | |  | | | | |  | | |
| Product Knowledge | |  | | | | |  | | |
| Competencies (see Interview Guidance Notes) | | | | | | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
| Prepared by | | | | | | | | | |
| Name: |  | | | Signature: | |  | | Date: |  |
| Title and/or Department: | | |  | | | | | | |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

**This document is for general information purposes only. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, or suitability with respect to the content of this document.**

**In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the use of the documents.**