

## Job description template

Company	
Contact & Position	
Vacancy Title	
Division	
Location / Days in office	
Salary / Package	

1. **IMPORTANT COMPANY INFORMATION** – Parent Company, Brief History, T/O, Staff No's, Locations, Team Structure, Culture, USPs, Competitors, Company Literature, Company values.

2. **REASON FOR THE VACANCY** – Expansion, Project or Promotion, Maternity, Paternity.

3. **KEY OBJECTIVES** – Main Purpose or outcome expected of the role, Weekly, Monthly, Yearly KPI's or Targets?

4. **JOB SPECIFICATION** –Is there a company standard specification? Day to day responsibilities, Key Challenges, Reporting Lines, Hours of Work.

5. **TRAINING & DEVELOPMENT** – Induction, Product Training and any long term personal development.

6. **PERSON SPECIFICATION** – Desirable & Non-desirable Characteristics, Competencies, Best Team Fit. (Describe the current team)

7. **MANAGEMENT STYLE:** - Describe the management style and technique for this role.

8. **EXPERIENCE AND BACKGROUND NECESSARY** - Non-negotiable. essentials & preferred.

9. **SALARY & BENEFITS** – Commission Structure, Pension, Health, Gym Membership, Vouchers, Parking, Petrol Card, Company Credit Card, Co. Car, Bonus Scheme.

10. **POINTS OF APPEAL** – Status, Career Progression, Travel, Training, etc. Why do employees stay?