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

JOB DESCRIPTION

**Job title:**

*(Employers Guidance – consider carefully; what words will attract potential applicants; what the title will infer to applicants about the post, level of responsibility etc; and what words applicants may use to search online for the position. Job Titles should be gender neutral.)*

**Reporting to:**

*(Employer Guidance – list the position that this position reports to e.g. MD)*

**Responsibility for:**

*(Employer Guidance – what other positions will the role be responsible for?)*

**Location:**

**Overall purpose of the job:**

*(Employers Guidance - Why does the job exist? What will the role achieve? What is the key output? What will it contribute to achieving the company’s objectives?)*

**Key activities:**

*(Employer Guidance - start each sentence with a verb. These are the key tasks of the role. This is an action list focused on what will be delivered weekly, monthly, and yearly. It should form the basis of objective setting for the appointee. You might also wish to prioritise and/or group the tasks so that an emphasis is placed on activities critical to success)*

1.

2.

3.

4.

5.

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7.

8.

*(Employer Guidance – The Equality Commission recommend that employers include the following specific duty:*

9. To perform the job in accordance with the company’s policies and procedures, especially the Equal Opportunities and Harassment Policy.

*(Employer Guidance - It is also recommended that you include the following:*

10. To perform any other duties as may be reasonably be required from time-to-time.

**Any special requirements:**

*(Employer Guidance – e.g. unusual hours of work, travel requirements, driving licence etc)*