

Main points included in a job description

- Location of the job – division, department, branch, section, etc.
- Title of the job/post
- Job title of the individual to whom the job holder is responsible
- Job grade
- Job titles of any individuals responsible to the job holder and the numbers of employees supervised
- Brief description of the overall purpose of the job
- Main tasks carried out by the job holder – these should be listed separately in chronological order or in order of importance
- Details of the equipment or tools used or any special requirements to deal with people, inside or outside the company
- Location of the job and the amount of travelling that may be required
- Special circumstances such as shifts or night work, considerable overtime or weekend working, heavy lifting, exceptionally monotonous work, unpleasant or dangerous working conditions

Job specifications

The job specification details the following required by the job holder

- Qualifications
- Experience
- Personal qualities
- Special demands made by the job:
 - Physical conditions
 - Unusual hours
 - Travelling away from home
- Terms and conditions of employment
 - Salary
 - Fringe benefits
 - Working hours
 - Holiday entitlement

Job specifications - structuring

Seven-Point plan (Rodger)

1. Physical make-up – health, physique, appearance, bearing & speech
2. Attainments – education, qualifications, experience
3. General intelligence – fundamental intellectual capacity
4. Special aptitudes – mechanical, manual dexterity, computer literacy, etc.
5. Interests – intellectual, practical (constructional), physically active, social, artistic
6. Disposition – acceptability, influence over others, steadiness, dependability, self-reliance
7. Circumstances – domestic circumstances, occupations of family

Munro Fraser five-fold grading system

1. Impact on others – physical make-up, appearance, speech and manner
2. Acquired qualifications – education, vocational training, work experience
3. Innate abilities – natural quickness of comprehension and aptitude for learning
4. Motivation – the kinds of goals set by the individual, consistency and determination in following them through, success in achieving them
5. Adjustment – emotional stability, ability to stand up to stress and ability to get on with people