Contents

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| --- | --- | --- |
|  | | |
| **Job Title:** | XX | Reports to   * X |
| **Grade:** | X |
| **Department:** | X | Direct Reports   * X |
| **Section:** | X |
|  |  |

|  |
| --- |
| **Job Purpose:** |
| X. |
| **Key Responsibilities and Job Dimensions** |
| 1. **Key Responsibilities** |
| * XX * XX |
| 1. **Decision Making/ Job Influence** |
| X |
| 1. **Working Conditions** |
|  |

|  |  |
| --- | --- |
| **Job Competencies (Knowledge, Experience and Attributes / Skills).** | |
| **Academic Qualifications** | |
| * xx | |
| **Professional Qualifications / Membership to professional bodies** | |
| * Member of xx | |
| **Previous relevant work experience required** | |
| At least xx of experience with xx years in as a xx | |
| **Functional Skills:** | **Behavioural Competencies/Attributes:** |
| * xx | * xx |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals** | | | |
|  | **Name** | **Signature** | **Date** |
| **Job Holder** |  |  |  |
| **Head of HR** |  |  |  |