Contents

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

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

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| --- |
| **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
 |

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