# **Job Profile**

Please refer to the University’s [Job Level Descriptors](http://www.strath.ac.uk/hr/careerpathways/informationtermsconditions/) for the relevant staff category when completing the job profile. Whilst these should be used as a reference point and as a guide, the job profile must include job specific responsibilities rather than the generic descriptors/examples provided in the Job Level Descriptors.

# **A Job Details**

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| --- | --- | --- | --- |
| Post Holder |       | Job Title |       |
| Expected Grade |       | Expected Staff Category |       |
| Reports to |       | Department/School/Directorate |       |
| Brief outline of job:       |

# **B Main Activities of Job**

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| 1.       |
| 2.       |
| 3.       |
| 4.       |
| 5.       |
| 6.       |
| 7.       |
| 8.       |

# **C Job Features**

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| Decision Making:       |
| Communication:       |
| Other Information:       |

# **D Knowledge, Skills and Experience**

***It is important to convey the level of knowledge that the job requires, NOT what the existing post holder may have.*** *Think carefully about what is essential and what would be needed if you had to recruit for this position. What particular professional or technical skills are needed? Is there particular knowledge required, for example of IT systems and, if so, at what level? Does the jobholder need to have knowledge of particular regulations and is a general understanding enough or would it need to be a detailed or expert knowledge. What sort of background/experience is needed, is it necessary to have experience of working in a particular field, if so for how long and at what level?*

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# **E Comments in Support**

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| *Please provide comments on the contribution the post makes to the identified goals and objectives of the team/Department and how the job relates to other posts within your area etc.?*      |

# **F Verification**

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| I am satisfied that the contents of this job profile convey an accurate summary of the description of the post.  |
|  | Name | Signature | Date |
| Post Holder |       |       | Click here to enter a date. |
| Line Manager |       |       | Click here to enter a date. |
| Head of Department |       |       | Click here to enter a date. |