

Job description

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| Job title: | |
| Employee status: | |
| Department: | |
| Reporting to: | |
| Location: | |
| Date: | |

Context

Excite candidates about the organisation and don't forget to highlight your commitment to diversity and inclusion.

Main Purpose

A short and succinct overview of the role, bringing it alive.

Principle Accountabilities (8-10)

- Focus on Output rather than input
- Avoid a list of tasks
- Don't repeat
- Mind your language
- Avoid jargon and acronyms

Skills, knowledge and experience

Linked directly to the role - If you don't need it don't ask for it.

- Skills
- Knowledge
- Experience
- Qualifications
- Competences

If you have any questions regarding anything covered in this document or anything else, please email enquiries@theclearcompany.co.uk or call **01925 407400**