University of Edinburgh

Job Description Template

This template is for use in writing Job Descriptions (JDs) for any purpose. This template can be expanded as required, but should usually be no more than 2 pages long. Please consult and follow the Guidance on Writing Job Descriptions.

1. Job Details

Job title:

School/Support Department:

Unit (if applicable):

Line manager:

2. Job Purpose
(Normally no more than 2 or 3 sentences)

3. Main Responsibilities
(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

	Approx. % of time
1.	
2.	
3.	
4.	
5.	
6.	

4. Planning and Organising

5. Problem Solving

6. Decision Making

7. Key Contacts/Relationships

8. Knowledge, Skills and Experience Needed for the Job

9. Dimensions

10. Job Context and any other relevant information

11. Verification
(JDs should be agreed by the relevant manager and individual job-holder or representative. Further verification may also be specified in some cases.)

I agree that this job description conveys an accurate description of this job.

Manager:

Job title   *Name*   *Signature*   *Date*

Job holder:

Staff number   *Name*   *Signature*   *Date*

Other:

Job title   *Name*   *Signature*   *Date*