



## Job Description Proforma

Job Title	
Job Grade	(ask HR Manager if unsure)
Office location	
Department	
People Manager	
Office Principal	
Service Line Head	
Works Closely With	
Number of Direct Reports	
Overall Purpose of Role	(one line summarising the overriding purpose of this role)
Key Responsibilities	(critical accountabilities in order of importance, list 5-10 key responsibilities ) <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
Job Profile	
Required Qualifications	(essential academic or professional qualifications) <ul style="list-style-type: none"><li>•</li></ul>
Required Skills & Knowledge	(essential abilities and subject matter expertise) <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
Required Competencies	(behavioural competencies – refer to Service Line Core Competency Framework , choose 3-5 max) <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>



	<ul style="list-style-type: none"><li>•</li></ul>
<b>Required Work Experience</b>	(desirable previous sector/other type of prior experience) <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>Travel Requirements</b>	(e.g. visits to other offices, client work requiring travel/overnight stays etc.) <ul style="list-style-type: none"><li>•</li></ul>
<i>N.B. This job description outlines the types of responsibilities the incumbent is required to perform. The incumbent may be required to perform job related tasks other than those specifically presented in this job description. It is subject to regular review and will be augmented by the setting of half-yearly SMART objectives around business priorities and goals.</i>	

**Signed by** \_\_\_\_\_ :

**Date:**