



How to write a job and person specification – A Template Guide for Senior Managers

OVERVIEW:		Date:
The Department (What it does, size, structure, objectives, number of people)		
Why has the role arisen?		
Could it be filled internally?		
THE ROLE:		
Title :		
Reporting to:		
Reporting in:		
Where does it fit into the structure?		
Budgets:		
Objective of role and measures of success?		
Key responsibilities in priority order & how success will be measured (if possible):		
Why should a candidate be particularly interested in this role and department?		Career path?
Culture of department. What three or four traits describes the department?, What kind of people usually best fit in?		

THE PERSON	Essential How measured?, How will you test? What will separate out the average from the very promising? What does very good look like? Any particular companies you rate or don't rate? Scale, scope?	Desirable
Formal Education and or technical qualifications		
Technical Expertise:		
Practical Experience:		
Management Experience:		
Top five competencies required and indicators. Choose from: 1. team orientation, 2. influencing, 3. change orientation, 4. problem solving, 5. thinking on your feet, 6. focus on results, 7. attention to detail, 8. action orientated, 9. process driven, 10. maintain energy, 11. communicate well, 12. customer focused, 13. people management, 14. people development, 15. initiative 16. relationship building, 17. business awareness, 18. strategic 19. self-confident. 20. decision making 21. creative 22. information management		
REMUNERATION Salary, car allowance, holidays, bonus and other benefits. <i>(Degree of travel?)</i>		