

### WHAT IS A JOB DESCRIPTION?

A job description is a document that outlines what is involved in a job role, including the relevant duties and responsibilities.

Job descriptions are underused in the screen industries. With most people working on short-term contracts, moving from job to job, quick recruitment turn around, there is often not time to, or capability for formal job descriptions to be written for each role. The duties and responsibilities of each role are therefore (or often) largely assumed by others working in the industry. If you apply for a particular role, there is an assumption that you are aware of what that role entails, and ideally have experience of performing the duties on a previous production.

Job descriptions play an important part in the recruitment process. A clear and well written job description enables a candidate to determine if they have the required skills and experience for the role, and to apply accordingly. The job description can also be used by those recruiting, by assessing the skills and experience of the candidate against the roles and responsibilities of the role.

Not having a clear job description for a role can have negative effects on performance if a role is unclear, and expectations are not set out from the start. It can cause confusion amongst team members regarding responsibilities. It can contribute to low morale if individuals are unable to see the contribution they are making in their role.

### HOW TO CREATE A JOB DESCRIPTION

When creating a job description, it is important to consider not only the duties and responsibilities of the role, but also the cultural and values of the company. It can also be useful to include a person specification as part of the job description, so that any candidates wishing to apply are clear on any qualifications, skills and experience that is required for the role.

A job description should contain the following information:

- Job Information – Job Title, Department, Location, Reporting Line
- Main purpose of job
- Duties and Responsibilities – most important tasks first, least important last
- Knowledge, Skills, Training and Experience required to perform the role

What is essential for the role, and what could be learnt on the job, or with training at a later stage? It is important to stick to essential criteria for the role.

The 'Defining the Role' section of the Toolkit provides useful information and links to help you consider if transferable skills from other industries could be applied to the role. For example, If you require someone with experience of organising and booking, could someone with experience of being a Personal Assistant, or someone working in this music industry in touring have the right transferable skills?

Care should be taken if there are physical requirements specified in the job description. The Equality Act 2010 requires employers to make reasonable adjustments to a workplace or the way a job is carried out to remove barriers faced by disabled people. If there is a physical requirement for the role, it must be stated in terms of the job that needs to be done. For example, a job may require travel to several different locations or for the candidate to carry heavy equipment. This should be

## JOB DESCRIPTION TEMPLATE

made clear so that a disabled candidate is able to assess whether they could perform the role with reasonable adjustments.

Pay attention to the language used in the job description. Try to avoid using jargon, technical terms, or abbreviations as this might exclude people from other industries who might have relevant transferable skills. Use clear, concise language that is non-discriminatory and inclusive at all times. For example, keeping job titles gender neutral. Remove references to specific years of experience to avoid age discrimination. It is possible to state 'experienced' or 'with experience of' or 'a background in finance would be beneficial' – if you were recruiting for an accountant.

Unless it is a genuine requirement of the role, terms like, flexibility, prepared to work late, or willing to work long hours could also be discriminatory to those with caring responsibilities.

JOB DESCRIPTION TEMPLATE

<b>JOB TITLE:</b>	<b>DEPARTMENT:</b>
<b>REPORTING TO: <i>[job role]</i></b>	<b>LOCATION:</b>

<b>JOB PURPOSE:</b>

<b>KEY DUTIES AND RESPONSIBILITIES:</b>

<b>KNOWLEDGE, SKILLS, TRAINING, EXPERIENCE:</b>