

**Post Specification**

# Post Specification - Key Information

* **Post Title:**
* **Date:**
* **Post Group Number:**
* **Job Family:**
* **Job Family Role Profile:**
* **Final Grade:**

To be read in conjunction with the job family role profile.

# Service Area Description

(Brief description of the service area where the job is situated)

# Purpose of this Post

(A brief overview of the main purpose of the post)

# Key Job Specific Accountabilities

(List of specific responsibilities and duties associated with the post using bullet points)

*Please note: Annual targets will be discussed during the appraisal process.*

# Key Facts and Figures of the Post

* **Budget Responsibilities**: (Add details if relevant))
* **Staff Management Responsibilities:** (Add details if relevant)
* **Other:** (Any other relevant facts and figures)

# Essential Criteria

* **Qualifications:** (Required qualifications for the post)
* **Knowledge:** (Essential knowledge required for the post)
* **Experience:** (Essential experience required for the post)
* **Expertise:** (Essential expertise required for the post)

# Disclosure and Barring Service (DBS) Checks

* This post requires / does not require a DBS check.
* The level of check required is *(remove others not required):*
  + DBS Basic
  + DBS Standard
  + DBS Enhanced - no barred list
  + DBS Enhanced – Adults
  + DBS Enhanced – Children
  + DBS Enhanced - Children & Adults

# Job Working Circumstances

* **Emotional Demands:** (Description of any emotional demands of the job)
* **Physical Demands:** (Description of any physical demands of the job)
* **Working Conditions:** (Description of any working conditions)
* **Other Factors:** (Any other relevant factors)

**Other Factors:**

* *This could include e.g. requirement to travel, or requirement to work outside of normal office hours*