

### Top Hint

It's not just the job role you are selling but the company, team and additional skills a candidate may gain by working with you

### Writing a Job Specification

There are several key aspects on how to write a good job specification. Fundamentally, it needs to be clear and understood. Very often it's a miss-mash of ideas from different departments and people from within an organisation leading to the wrong kind of applicant. Save yourself time by considering these key hints and tips

- ✓ Length. Keep the job description on two pages. Candidates can get further detail of the role on application
- ✓ Sell. It's not just the job role you are selling but the company, team and additional skills a candidate may gain by working with you
- ✓ Structure. The basics of a job description will vary. However, here are the key things to outline at the top of the job description so candidates are clear what the role offers
  - Job Title
  - Department
  - Location
  - Salary
  - Qualifications required

Then in more detail describe

- A bit about the company. Good candidates will get several opportunities to consider. They need to get excited about wanting to work for you company
- Purpose of the job. Paint a picture of why the job has come about and how they are going to fit in within the team
- Key activities. A good idea is to bullet point key activities so keeping the job specification simple and easy to read
- Key skills and experience. Detail of what you expect from the successful candidate

- Other useful or desirable skills. Additional areas of expertise that might help you select a successful candidate
- Education. Level you expect the candidate to be in terms of education and qualifications
- Company benefits. A good idea to list benefits that might put you above competitors. Do include company jollies and social events – make your company a fun place to work!
- Corporate Social Responsibility (CSR). Your company may not have this in place but if you do highlight your corporate social responsibilities. It could be an important factor to prospectus employees

You may also add a bit about the interview structure and indicate expected start date for successful candidate. Below is an example of how a job specification might look

Job Title	Developer
Department	Engineering
Location	London
Salary	£40k - £50k
Qualifications	Degree in associated field (2:1 or higher)

The Company:

ABC Ltd is a leading provider of software solutions enabling mobile phone operators to offer clients a unique user experience. ABC Ltd have been established for 8 years and have been in the fast track 100 for the past two years. Based in London ABC have just opened offices in Amsterdam and California as they roll out the new product.

Purpose of the Job:

The Engineering department provides software solution services for the company.

The role would suit an individual who is looking to build development skills within a mobile phone application environment. Working within a team of developers on specific mobile projects the developer will expect to deliver quality software to specification and timelines.

Key Activities:

- Developing mobile phone software solutions
- Work within development team
- Outline project plans
- Reporting to head of Engineering

Skills / Experience:

- Development
- Degree educated
- Mobile phone application development

Other useful or desirable experience:

- Project management

Benefits:

Pension, Life assurance, gym membership, mobile phone and laptop

Funding toward an qualification that assists job role