

JOB DESCRIPTION QUESTIONNAIRE

Job Title:

Job Holder/Questionnaire Completed by:

Telephone Number:

Email Address:

Area:

Reports to:

Date:

1 PURPOSE OF YOUR JOB

2 DIMENSIONS

(To include budget responsibility (and whether prime, shared or contributory), numbers of subordinate staff (FTE) and volume of work e.g. case counts)

3 PRINCIPAL ACCOUNTABILITIES

1

2

3 (Continue as necessary)

Key objectives

1.

2.

3.

4.

5. (Continue as necessary)

4. KNOWLEDGE, SKILL AND EXPERIENCE NECESSARY TO PERFORM THE ROLE

Qualifications

-
-

Experience

-
-
-
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Skills

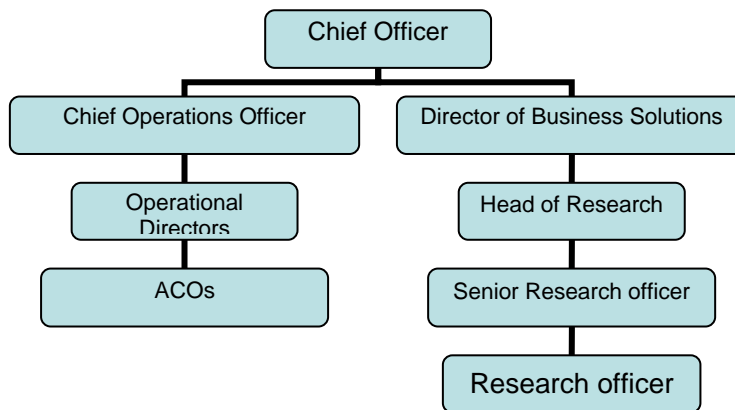
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Knowledge

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5 ORGANISATION

(See example chart below).



6 JOB CONTEXT

7 ADDITIONAL INFORMATION