Outline of a job description

|  |  |
| --- | --- |
| Job title |  |
| Department/Section |  |
| Main purposes of job  1.  2.  3. |  |
| Key tasks  1.  2.  3. |  |
| Key results/objectives  1.  2.  3. |  |
| Responsible for staff/equipment |  |
| Reporting to…  (name and title of line manager) |  |

**Note:** This template is an example an employer can adapt or develop to meet its needs. For more information, see Acas guide Recruiting staff