# Insert Job Title

## Job Description

**Post
Department
Salary Grade
Salary Range
Location
Reports to
Responsible for**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Post Objective

* Bullet 1
* Bullet 2
* Bullet 3

## Main Duties

To be aware of the council’s policy on risk management and to escalate any new, emerging or potential risks to the post holder’s line manager.

Carry out such duties as may be required by your manager as appropriate to the post

To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the council’s data protection policies.

Health and safety – to work in accordance with the council’s commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures

This is a politically restricted post as defined by the Local Government and Housing Act 1989.

## Person Specification

Essential Experience and Knowledge

Examples

* The ability to demonstrate an understanding of housing legislation in the UK’, as opposed to ‘a minimum of 5 years’ experience working in a housing department’. (Referring to the number of years’ experience can imply discrimination the grounds of age and, therefore, should be avoided, unless it can be objectively justified).
* Experience of working in a customer-facing environment

### Desirable Experience and Knowledge

Examples

* Experience of implementing an Equal Opportunities Policy

Education and Qualifications

Examples:

* 5 GCSE’s (4-9 / A\* - C)
* A level in English
* CIPD qualified (professional membership qualifications)

Skills

Examples:

* A typing speed of 40 words per minute.
* Ability to used Word to an intermediate level e.g., able to produce tables, basic mail merge and advanced formatting

Special Aptitudes

Examples:

* Shows sensitivity and consideration for the needs of the elderly
* Can work independently of detailed supervision
* Flexible approach to changing work characteristics

### Job Requirements

Examples:

* Availability to attend Committee Meetings which are normally held in the evening (approximately x per year)
* This requirement to travel throughout the MVDC area

Employee Signature:

Date:

Manager’s Signature:

Date:

Job Description template updated November 2022