

The Job Description – Template Guidelines

The Job Description is an underpinning component to an organization's structure and sets the tone for the work that needs to be carried out in meeting the organization's goals and objectives. When individuals are aware of and focused on specific roles and responsibilities, the organization is able to maximize collective capacities towards the common goal—whether it's a world without breast cancer, or a world fit for children.

The Job Description acts as the blueprint for each individual's contribution as it facilitates performance efforts—essentially, what an employee does and how an employee does it. It is the basis on which each individual's performance and development plans are formulated providing clear parameters for the results expected.

Completing the Template

These guidelines are for use with the accompanying Job Description template. It's designed to capture the responsibilities (expected results) and competencies (skills, knowledge and behaviours) and other requirements needed for successful performance in a role. As roles are interdependent within departments/teams, it is important that the employee work with the immediate manager as the Job Description is developed, to ensure the needs of both the department/team and the organization are sufficiently reflected.



Note that the template is divided into four distinct sections:

- 1) Role Identifiers: 'Job Title' is the title as endorsed through the organization's titling practice; 'Reports to' is the title of the individual to whom the job reports (i.e. the individual responsible for setting and evaluating the performance development plan); 'Direct Reports' is the number of staff for whom the job is responsible to manage and performance evaluate; 'Status' is the distinct category that describes the roles' employment status with the organization (i.e. Permanent, Full-time; Permanent, Part-time, Contract, Seasonal or Temporary).
- 2) Overview: Provides a summary of the jobs purpose and/or its objective. Answers the question - why does this job exist?
- 3) Responsibilities: Identifies 3 to 5 key performance factors. (E.g. Program Management, Revenue Generation, Program Development, Planning & Resource Management, Communications, Customer Service, Donor Service, etc.) with concise bullet descriptors that convey the expected/required results. (i.e. Meet annual fundraising targets through the implementation of core campaigns/events; Identify and develop new strategies to increase community partnerships; Be a key point of contact, responding to internal/external inquiries in a timely fashion). Keep in mind that this is an average; your particular role may warrant 3 it may warrant 7 distinct performance factors. Additionally, allocate the percentage of time expected for each performance factor, in priority sequence. This gives indication of the weighting of importance and dedicated time that each performance factor requires. For example:

- a) Program Management & Revenue Generation [35%]
 - i) Descriptor 1
 - ii) Descriptor 2
 - iii) Descriptor 3

- b) Planning & Resource Management [25%]
 - i) Descriptor 1
 - ii) Descriptor 2
 - iii) Descriptor 3

- c) Program Development [20%]
 - i) Descriptor 1
 - ii) Descriptor 2
 - iii) Descriptor 3

- d) Communications & Customer Service [20%]
 - i) Descriptor 1
 - ii) Descriptor 2

- 4) Competencies & Other Requirements: Lists the necessary skills, knowledge, behaviours and job criteria relative to successful performance of the role. (i.e. Customer Service, Fundraising, Project Management, People Management, Post-Secondary Certificate/Diploma, MS Office, Keyboarding Skills, etc.)

The template provides you with help text along the way. For file management purposes, you may wish to adopt a recognizable naming convention to save your document: position_mmmmyyyy (i.e. accountant_oct2013). Additionally, for multiple page documents, use the header section to capture:



- Date created/revised,
- Page number, and
- Filename.

