**1.3D Job Design Guidance**

**1.0 Job Analysis**

It is important to invest time in gathering information about the job from a variety of sources when recruiting for both new and existing roles. When conducting an analysis, this means not only thinking about the duties involved, but also the job`s purpose, how and where it can be carried out, the outputs required by the job holder and how it fits into the organisation`s structure. This analysis should form the basis of person specification/job profile and job description of the role.

**2.0 Job Description**

The job analysis the information needed for the job description. The aids the recruitment process by providing a clear overview of the role for all involved and explains the requirements of the job to potential candidates. It can also be used to provide clarity during induction and later, on performance and objectives.

**3.0 Person Specification / job Profile**

A person specification or job profile states the necessary and desirable criteria for selection. The characteristics specified must be clear, demonstrable and avoid bias in wording. Competency frameworks are sometimes substituted for job or person specifications, but these should include an indication of roles and responsibilities. See ‘competence and competency frameworks’.