**Purpose**

[Organization’s Name] recognizes that it is important that each employee have a ‘Job Title’ and a written ‘Job Description’ that would identify essential functions, outline major duties, specify reporting relationships, and describe the competencies, qualifications and skills required for each position. The job description will be used to guide decisions [Organization can list how they are going to use job descriptions for example recruitment, salary, performance management, and legal compliance].

**Policy**

Before any recruitment activity or job posting of a new or existing position, the [Organization should list the individuals who may oversee job postings. For example, human resources director, manager, or responsible supervisor] must ensure that a job title and description is created or reviewed respectively for accuracy and completeness. Job descriptions shall be reviewed and updated annually with the employee and will follow a specific format to be comprehensive and accurate for the following reasons:

* Establish a basis for salary determination and pay increase with each performance appraisal
* Establish a basis for recruitment, selection and performance reviews
* Communicates the duties and responsibilities of the position to the staff member
* Provides a clear understanding of the job’s expectations
* Defines the function of the role within the organization and determine reporting relationships and scope of management.

**Definitions**

**[Select appropriate definitions for your organization’s structure]**

**Attributes:** personality traits required by the job function in support of performing daily tasks effectively.

**Core Competencies:** abilities a candidate requires to perform a job successfully.

**Knowledge:** theoretical background, information, learning and understanding required of a subject or principle.

**Incumbent:** person/staff holding the position

**Responsible Supervisor:** Direct supervisor or Manager in charge of performance management that incumbent reports to.

**Responsibilities**

**[Below are some responsibilities that an organization can choose from to fit their needs]**

* Human Resources (HR) Director will:
* Develop a new job description or revise an existing job description with due involvement of the line manager, director and employee, where relevant.
* Sign off on the job description and record the review date where required on the job description.
* Perform annual reviews for each job description and update if necessary.
* Assure completeness and accuracy of each job description
* Manager or Responsible Supervisor (if applicable) will:
* Assist with the development of job descriptions if applicable
* Annually review with the HR director the job descriptions of employees under supervision
* Complete the position details, job duties and job factors section of the job description as it applies to the position
* Be responsible to gather sufficient information to provide comprehensive and accurate description of the major tasks and responsibilities for each position
* Employee will:
* Sign off a copy of job title and job description document upon hire and prior to start of employment
* Ensure that they participate in the annual review of their job description

**Procedure**

1. Before any recruitment activity or job posting of a new position, [list who within your organization will complete this task] will create a Job Title and Job Description for the position. The document shall include: [organization will include what is suitable for their organization; CCSA templates include the following]
2. **Job Title** – Specific key phrase that accurately describes the role
3. **Purpose of Position/ Objective** It is a brief description of the main purpose of the function highlighting the main contribution areas of the function.
4. **Job Summary –** Provides an overview of company and expectations from the position, Includes reporting relationships, summary of key responsibilities, functions and duties.
5. **Functions –** Includes statement of position’s role in line with the mission and vision and values.
6. **Qualifications –** Identify the minimum education, knowledge, skills, abilities and minimum experience necessary for the job.
7. **Skills -** Refer to the special ability to perform certain tasks by means of applying theoretical/ technical principles or understanding. May include core competencies and desired attributes
8. **Physical Requirements –** Physical demands of the position
9. **Duties and Responsibilities –** Outlines specific tasks the incumbent is expected to do
10. **Health and Safety Responsibilities –** Standards set for safety that the employee fulfilling the role should meet
11. **Occupational Hazards –** Identified risks and hazards for the specific position that reflects formal hazard assessment review for that role
12. **Training required** – List required training, certifications, or licenses.

For **existing positions**, the HR director, manager or responsible supervisor will review the Job Title and Job Description of the position for accuracy, completeness and applicability. Once reviewed, the job description document shall be updated.

1. The Job title and Job description document shall be provided to the employee upon hire to be reviewed and signed to reflect understanding of the expectations from the position.
2. The Job title and Job description document will be reviewed by the manager or responsible supervisor with the incumbent annually with each performance management meeting and updated accordingly to reflect any changes.
3. No changes to job descriptions will be considered final until approved by the [list the responsible party such as Director of Human Resources].

**References**

CCSA Safety Leadership Program