

TOP TIPS

Creating a Role Profile



1

STEP 1: INCLUDE THE ESSENTIALS

- Pick a job title that makes sense
- Show reporting lines, grading and location
- Split out the purpose, responsibilities and person specification



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STEP 2: JOB ANALYSIS

- Define the objectives and challenges of the role
- Collaborate with relevant colleagues



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STEP 3: PURPOSE & SCOPE

- Convey the fundamental purpose of the role
- Make it high level, clear and concise



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STEP 4: RESPONSIBILITIES

- Summarise key duties and accountabilities
- Include notable performance indicators
- Avoid endless lists



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STEP 5: QUALIFICATIONS

- State required levels of professional or academic attainment
- Keep them relevant



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STEP 6: PERSON SPECIFICATION

- Indicate behavioural qualities that matter (no more than 6)
- Indicate technical experience required
- Be relevant and realistic – unicorns don't exist!



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STEP 7: FINAL TWEAKS

- Keep points concise and specific
- Use 'desirable' and 'essential' criteria if helpful
- Be open about 'deal breakers' (e.g., significant travel, overnight stays)



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STEP 8: VALIDATE IT

- Review at regular intervals
- Get a second opinion to verify