

Guidance for Completing the Job Description Template

This guide will walk you through each section of the JD template. A JD is more than a form and a list of duties, it's the foundation for clarity. It sets out what the role is for, what's expected, and how it fits into the business. Done well, it will make recruitment smoother, help onboarding, and give managers and workers a clear reference point.

When writing, imagine explaining the job to someone who has never worked at the business before. Be clear, specific, and avoid jargon or vague phrases like "flexible" or "good communication skills" without explaining what that actually means in practice.

Job Title

Choose something clear and recognisable. Ask yourself, if someone outside the business saw this title, would they know what it means? Avoid quirky internal titles that don't mean much elsewhere. Think about what people would search for on LinkedIn or a jobs board. If the role already exists, keep the job title the same, you don't want everyone with the same job on different job titles, because it will create confusion as the team grows, or people come and go.

Department/Team

Simply note where the role sits, e.g. "Production Team", "Finance Department". This helps people see how the role fits into the bigger picture.

Reports To

List the job title of the manager this role reports to, not their name. People move on, but the structure remains. This sets expectations about the level of responsibility and who is there to support the role.

Location

Be clear about where the job is based and whether hybrid, office, or location work is expected. If travel is a key part of the role, note it here.

Contract Type

State if the role is fixed term, freelance, permanent, full-time, or part-time. If it's a fixed term contract, include the length of time.

Salary/Rate

Include the actual salary or rate wherever possible - it saves time, builds trust, and helps with fairness and diversity.

About the Role

Think of this as the purpose statement. In a couple of sentences, explain why the role exists and what difference it makes. A good test is to ask "if this role didn't exist, what wouldn't get done?" This is not the place for a long list of tasks, it's a short summary of the "why."

You could ask yourself:

- What wouldn't get done if this role didn't exist?
- What does the role help the company achieve?
- How does it connect with other roles?

Examples:

"This role provides first-class administrative support to help the production team run smoothly."

"This role ensures accurate budgeting and cost tracking so the production stays on schedule and within budget."

Responsibilities and Accountabilities

This is the heart of the JD and where you set out what the person will actually do. Start by brainstorming all the tasks and duties, then group them into headings (e.g. Production Coordination, Editorial Support, Team Communication). Under each heading, list the main responsibilities in short, clear sentences starting with active verbs like coordinate, manage, prepare, liaise, support.

Try to balance detail with clarity, enough to give a real picture of the role, but not so much that it becomes an endless list of daily jobs. Think in terms of outcomes and accountability, not just tasks and try not to create a dumping ground of everything someone could possibly do.

About You (including Values if applicable)

This section is about the kind of person who will succeed in the role. Split it into:

Knowledge, Skills and Experience

Set out what's essential (non-negotiable to do the role well) and what's desirable (nice to have but could be learned). Be specific here, instead of "good IT skills" write "confident using Excel for budget tracking" or "experience with Avid or Premiere Pro". If you need industry experience, make that clear, but don't set the bar unnecessarily high. Transferable skills from another sector are just as valuable and use of systems can be taught.

Behaviours and Attributes

These are the qualities that make someone thrive in your team. For example, being calm under pressure, adaptable when plans change, or a clear communicator. Choose qualities that reflect how your team really works. For example: "Able to work to tight deadlines while maintaining accuracy", "Builds strong relationships internally and externally", "Acts with integrity and fairness (aligned to our value of trust)".

Our Values (if applicable)

If your business has values, list them here. Keep them short and meaningful. For example: Creativity: we bring ideas to life. Collaboration: we work with openness and respect. Integrity: we do the right thing. Values give context for how you expect people to work, not just what they deliver.

Working Relationships

Explain who the role works closely with internally (e.g. producers, finance team, HR) and externally (e.g. freelancers, broadcasters, talent, suppliers). Also note if the role manages or supervises anyone, as this changes expectations significantly.

Working Conditions

Give a realistic view of the role. State the typical hours, and whether evenings, weekends, or travel are likely. Highlight flexibility as well as requirements. For example, if occasional late nights are balanced by TOIL, mention both. If there are physical elements such as handling equipment or long days on set, be upfront. Clarity here prevents surprises and sets fair expectations.

Other Information

Use this to cover anything else that might be important, such as safeguarding requirements, DBS checks, or confidentiality. End with a note that the job description may evolve:

"This job description is for information only and does not form part of a contract. Duties may change in line with the needs of the business/production."