

Job Descriptions Ownership and Writing Policy Template

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1. PURPOSE

Explain the content and rationale of the Job Descriptions, the development procedure for the roles and responsibilities, functions of the various jobs, and specifically, the OHS responsibilities.

The ownership and responsibilities for updating the job descriptions is established.

Specifically, within this document, the requirements and obligations of individuals responsible to develop their roles is outlined.

2. POLICY

2.1 Job descriptions are written for all jobs; some job descriptions are summarized if tasks are at least 80% the same.

2.2 Job Descriptions are updated every year at the annual performance appraisal cycle; in any case they are reviewed, staff and HOD consult and discuss with each other/the team, and master copies are signed every three years (admin cycle). The ownership of the job description and the responsibility for updating the job description lies with the manager of the department. The department head needs to sign off the final version of the job description. HR keeps a signed copy in the personnel file. Department Head is responsible to keep HR department updated of changes and to provide a copy of the updated signed version. JD can be shown to personnel at all times, but no copies are given out in order to keep version controlled with in the departments.

2.3 All job descriptions include mandatory responsibilities for contribution to the system. Specific roles within the system: Quality, Risk management, Fire, Safety and Security officers, Facilities management, incident reporting, action planning risk identification and mitigation, Infection control all contain competencies and certifications, and performance target objectives as required.

3. PROCEDURE:

3.1. Title of the job and department of the job is defined in the Header of the document. The footer

of the document has the page numbering in the format "page x of xx". Footer also has the path and file where the file can be found. Additionally, header contains information regarding team leaders (# of subordinate staff), and to whom the job owner reports

3.2. Job Purpose of the job description is described and defined as a summary of the main tasks of the position

3.3. The job description is divided in the following chapters:

3.3.1. Job purpose

3.3.2. Duties and responsibilities

3.3.3. Primary responsibilities (80%); include specific functions and specific KPIs, and performance target measures

3.3.4. Operations

Customer Service

Business Management

Staff Management

Communication

Secondary responsibilities (standardized for all staff)

Personal responsibilities: includes reasonable care for their own and colleagues' Health, safety and well being, and awareness and contribution to care of the environment

Job Requirements

Skills and Knowledge: competency framework requirements, includes training

Personal traits

Educational Qualifications

3.4 Every Primary Responsibility has a Key Performance Measure defined. Elements within job roles have specific outcome performance measures defined. (Using SMART objectives defined)

3.5 The Key Performance Measure is linked to the overall department and Clinic goals as defined by Management, and as required by the company

3.6 All tasks of the job are defined and text can be used to recruit new or replacement personnel for the particular function. All tasks of the job outlined that need competency assessments are itemized on the orientation document for that particular department.

3.7 All text is to be in Ariel 12 pt. and in the format of the template attached

3.8 All changes approved, and submitted to HR for final formatting and leadership approval.

5. ATTACHMENTS

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