Job spec template – save, copy & edit into this template to create your own

Job title:	ABC Title / XYZ Business Unit
Reporting line:	Reporting into / Title of the person into whom the role reports
Direct reports:	Individual contributor or number e.g., 5 direct reports, 40 total
Department:	Manufacturing | Marketing | Sales | Customer services | Finance
Location:	Office location

Opportunity overview:

This serves as a short introduction to the opportunity. For example: [Company Name] is hiring for a [Job Title]—an exciting, high-impact role within a growing organization. In this role, you'll own [key responsibility or goal]. It's a standout chance to make a real impact and help shape the future of a business on the rise.

Company overview:

Briefly describe what your company does—its line of business and main focus. Perhaps 3-5 lines.

- Mention impressive facts: number of employees, recent growth, key milestones, or market leadership.
- Consider what you can say that presents your company as being an exciting one to work for, for example by highlighting how the company adds value to its clients/customers or society.
- State why it's a great place to work—culture, mission, innovation, or career opportunities. Keep it energetic, positive, and succinct—this is your chance to spark interest!
- Phrases like "dynamic leader," "team player," or "drives results" are widely used consider how you can use language that reflects the real culture, specific challenges, and actual tone of your business.

Key objective/s:

It would be appropriate to state here the most important outcome for the role is. This might be an objective or specific goal together with a timeframe in which it is to be achieved. For example, this could be something which has to be accomplished within the first 12months, and which would be assessed when reviewing performance or undertaking an appraisal. This should outline the scope, objectives, and overall purpose of the role.

- List 3–5 high-impact outcomes expected over the course of the year.
- These should reflect what's required of the individual's core contribution to team and business success, as well as any specific responsibilities outlined in their job specification.
- Include both performance and growth-oriented goals. These may be quantitative (e.g. revenue targets, project completions) or qualitative (e.g. collaboration, innovation, leadership development).

Primary responsibilities:

If you have not previously stated in the opportunity overview or key objectives sections where the role sits: team, function, reporting lines, and location, then do so here. Clarify what is expected of the person, what needs to be accomplished—and by when. Primary responsibilities are those which count most, list the most important responsibilities (probably five to seven).

- These would be responsibilities / tasks which if completed well would suggest the hire has performed well in the role. Likely to be well defined.
- Once again, these are likely to be those outcomes for which the job holder is likely to be most accountable and where performance is reviewed informally or as part of an appraisal.
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Other responsibilities:

- This broader list may include 15–20 items and should reflect both ongoing duties and high-impact deliverables.
- The more clearly defined and outcome-focused your responsibilities are, the more meaningful and measurable your performance assessment will be.
- You may wish to include a note such as: “Additional responsibilities include but are not limited to:” followed by your list. Be realistic about the number of items you include.
- Using the phrase “not limited to” allows for flexibility.
- It's common for primary and secondary responsibilities to consume a full page - or even a page and a half - of text.

Salary Package:

Depending on your circumstances, you may or may not choose to share salary package details. If you do, it's standard practice to include headline figures — such as base salary, bonus, and key benefits. Otherwise, you might prefer to simply state that the package is competitive, generous, or open to negotiation, depending on the candidate’s experience and fit.

Misc:

Consider what if anything you may wish to add for example about: Hours: Standard hours plus any key exceptions. Travel/Physical: Any travel or physical requirements. Pressure: Typical pace and deadline demands. Attractions & Challenges: What excites and tests in the role. Working Style: Remote, hybrid, solo, or team-based. Outlook: Career path and growth potential.

Goals, objective and key performance indicators?

Goals/Performance area	Performance expectation/target
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Remember, these should be quantifiable and smart ones….

- Specific | Measurable | Attainable | Relevant | Time-bound
- You need to think about and determine timescales in the context your expectations of the job holder, are they daily, weekly, monthly, quarterly, annual, or perhaps for senior roles multi-year.
- When interviewing candidates or assessing existing team members, you should identify what primary skills, behaviours or characteristics that are associated with accomplishing these goals.

Typical demands of this role:

Hours of work and exceptions. Work from home/work from office parameters. Travel. Physical work / requirements. Deadlines and pressures.

Person specification

Qualifications:

	Essential	Desirable
Degree qualified / MBA etc		✓
Degree calibre or commensurate experience desirable	✓	
Industry or professional certifications.		✓

Knowledge and skill requirements:

In hiring situations is quite common to state candidates should possess a certain number of years of experience gained in a role type / discipline.	✓	
This may take the form of requiring a number of years of experience in multiple stated areas, for example 10 years' experience in a functional area, and 5 years' experience in management.		✓
It may be appropriate to state experience gained in a particular type of role (function) and or in a particular industry.	✓	
Furthermore, you may wish to include specialist areas within a particular industry or function.	✓	
This could include a level of seniority in the role not necessarily determined by number of reports. Instead, it might be the ability to perform in the role, complete tasks with minimum supervision and to coach or mentor others.		✓
Track record of success/accomplishment	✓	

Competencies, strengths & personal qualities:

Such as…. Achievement orientated, analytical ability, communication skills (oral, written, presentation), creativity / innovation, decision-making, Integrity / honesty, flexibility / adaptability, initiative, interpersonal skills, leadership, management, persuasiveness / influencing, planning & organising, problem solving, team builder / player, time management.	✓	
You should also consider behavioural qualities, these are things like persistence, focus, work rate, reliability, attention to detail, being calm under pressure. These may relate to your employer organisation and or the nature of the job itself.	✓	
Consider aspects relating to cultural fit and what core values may be of importance to your employer organisation or specific department i.e., identify any motivational and/or value-based qualities required.		✓

Misc.

For example, language skills.

Legal Statement & Disclaimer

It may be appropriate for you to include statements to the effect of: Applicants should possess suitable work permits / entitlement to work in the country. The successful applicant will be subject to a background check, credit check… XYZ is an Equal Opportunity Employer.

Duties, responsibilities and activities may be subject to change or new ones may be assigned at any time with or without notice.

The pages to here are the ones, you'd share with a candidates.

Save it as a PDF, it'll look great.
