



Recruitment &
Management
Consultants

Position Description Guide

Preparing a position description can be a beneficial step in the recruitment process for all parties.

To help you write a position description, we have prepared a template below with some notes to assist.

Once you have prepared a position description you can use it to:

- Have a targeted recruitment campaign by assisting Recruitment Consultants in having a clear understanding of the skills, experience and competencies required for the role.
- Assess candidates against the set criteria required.
- Decide on specific questions candidates should be asked in interview.
- Define the role in order to measure performance.

In addition, prospective candidates should be prepared and therefore get the most out of the interview process.

Some things to consider:

Ask an outgoing employee to contribute a list of duties and responsibilities. This gives Management and Recruitment Consultants a greater understanding of the day to day work that is undertaken.

For a newly created role, preparing a job description in conjunction with the role's reporting line will better define the role and give an understanding of the level of expertise and experience required to recruit for. It will also give applicants a clear understanding of the types of duties they will be asked to undertake.

Position Description

Position: [Position Title]

Reporting to: [Title of Manager]

Position Purpose: *[In one to two sentences, briefly provide an overview / broad statement of what the position is expected to accomplish.]*

Key Responsibilities:

[List here the major responsibilities and duties (in bullet point form) the occupant of the position will be required to perform on a regular basis. List in order of importance, greatest responsibility or frequency. You should preface the list with a statement to the effect of 'the Key Responsibilities/Main Duties of this position include, but are not limited to:'. List between 8 and 15 bullet points. For example (dependent upon role):

- Acting as Personal Assistant to a Partner and Senior Associate.
- Conduct of debt recovery files.
- Preparing advice to clients in relation to strategy.
- Drafting of court documents.
- Conduct filing and ensure that all files are maintained in a timely and accurate manner.
- Manage client billing and reporting processes.
- Arrange all travel and accommodation bookings for the section.
- Maintain client contact information in firm database.]

Qualifications:

*[List any specific qualifications required for the position. You should state if a qualification is **preferred** or a **requirement**.]*

Skills and Experience:

[List any particular skills or experience required for the position. Be specific. For example, rather than asking for 'prior experience ...', state years of experience required.]

Personal Qualities:

[List any ideal personality characteristics you are seeking to fit with the personalities and culture of the company.]

You may also like to consider including some paragraphs relating to the firm. For example:

- Firm overview
- Team overview
- Firm benefits
- Learning & development opportunities
- Firm culture/reputation
- Key relationships

NOTE: To request a Word version of our Position Description template, please contact one of our consultants directly.