



Job Descriptions

Advice and support



“

I'm very impressed with the colleagues I've worked with at Paydata. The level of expertise, knowledge and understanding in their field is brilliant."

RESPONDENT

Paydata Customer
Satisfaction Questionnaire

Although a key component in recruitment, benchmarking and job evaluation, Job Descriptions are often either out of date or inconsistently written.

With over 40 years' combined experience of writing and interpreting thousands of Job Descriptions, across many different industries and organisations, we offer simple, practical and impartial advice and support to ensure you have this essential HR component covered.

Get in touch today to discuss
your individual needs:

+44 (0)1733 391 377
info@paydata.co.uk

Review you existing Job Descriptions

We can review the quality, accuracy and consistency of your existing Job Descriptions against industry best practice.

This work involves:

- Reviewing your current documentation.
- Clarifying any queries about the roles with you, typically over the telephone.

This diagnostics service helps you to determine whether your existing documentation is fit for purpose or needs amending/re-writing. Our key findings can be distributed to your colleagues to inform your next steps.

Training

We offer a comprehensive training session for up to 10 people to write accurate and concise Job Descriptions.

The session includes:

- An overview of the Job Description writing principles/outcomes.
- A detailed overview of the key areas to include in a Job Description.
- A masterclass in how to write relevant content for each key area.
- Using a Job Description to accurately evaluate a role.
- A review of up to 6 of your existing Job Descriptions, included suggested improvements.
- A question and answer session.

Job Description writing service

Working as an outsourced partner, we use your existing documentation (e.g. organisation charts, comparable Job Descriptions), supplemented by a call or video conference to write bespoke Job Descriptions for you, that reflect the language and style that you already use. We would also speak with whoever has knowledge of the role(s) to ascertain its key role responsibilities. Include Director/Executive roles too.

Off-the-shelf Job Descriptions

You can purchase template Job Descriptions immediately for common/support roles, across the following areas, which you can then change/update as appropriate to suit your organisations' roles:

- Human Resources
- Finance
- Office Services
- Customer Relations
- Corporate Functions
- ITC
- Sales and Marketing

This vastly cuts down the time/resource required when starting from scratch. Discounts are available for multiple role purchases and pay benchmarking data, should you also require it at the same time. The full list of available roles can be found overleaf.

We have template Job Descriptions available for the following common/support roles.

HUMAN RESOURCES

- HR Assistant
- HR Advisor
- HR Business Partner
- Head of HR

FINANCE

- Finance Administrator
- Assistant Accountant
- Accountant
- Finance Business Partner
- Financial Controller / Head of Finance

OFFICE SERVICES

- Administrator / Admin Assistant
- Admin Team Leader
- Admin Manager
- Receptionist
- Secretary
- PA
- Senior PA
- Executive Assistant

CUSTOMER RELATIONS

- Account Manager

CORPORATE FUNCTIONS

- Legal Assistant
- Paralegal
- Solicitor
- Communications Assistant
- Communications Executive
- Communications Manager
- Head of Communications

ITC

- Developer
- Head of IT
- IT Service Desk Analyst
- IT Service Desk Manager
- IT Systems / Service Delivery Manager

SALES AND MARKETING

- Marketing Assistant
- Marketing Executive
- Marketing Manager
- Head of Marketing
- Sales Administrator
- Sales Advisor
- Sales Manager
- Business Development Administrator
- Business Development Manager



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