

# Role Profile versus Job Description

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Role profile	Job description
<b>Job title:</b> Defines the role	<b>Description of tasks and responsibilities:</b> Detailed description of the role, expected requirements and tasks to fulfil job requirements and responsibilities.
<b>Job summary:</b> Outlines key aspects of job, key responsibilities & opportunities for development in the role/business. Connects prospective applicants to how they contribute to business.	<b>Relevant skills/experience:</b> Lists the skills and experience required to successfully perform in the role.
<b>Company information:</b> Background about the business history, size/growth, activity/services, customers, goals, values.	<b>Performance standards:</b> Outlines standards required to satisfactorily deliver the required job performance.
<b>Job requirements:</b> Outlines characteristics/ expectations of ideal candidate such as attitude, skills, competencies experience & qualifications (as required).	<b>Authority and responsibility:</b> Reflects the exact limits of authority over others, who you report to and the amount of responsibility the job holder has.
<b>Job benefits:</b> Benefits of the job, conditions beyond salary, uniform requirements.	<b>Schedule and behavioural expectations:</b> Provides details regarding the employee's expected schedule, behavioural standards required when dealing with co-workers and when dealing with external parties.
<b>Call to action:</b> How to apply and the selection process.	
<b>Staff testimonials:</b> What others like about their job, how it suits their lifestyle.	
<b>Pay range information:</b> Typically includes a rate band (subject to experience/ qualifications).	