

CONSULTING SOLUTIONS



WRITING JOB DESCRIPTIONS

WRITING JOB DESCRIPTIONS

No document is more important for an employee's productivity and engagement than his/her job description (JD). Without it, an employee is likely to spend time on tasks and responsibilities which add little or no value to his/her performance or that of the organization. That is why, having a comprehensive up-to-date JDs is considered by most organizations a prerequisite for effective and sustainable performance.

At EcoMan Training & Consulting, we have been helping organizations produce fit-for-purpose job descriptions. In fact, some of the initial major consulting assignments which were exclusively handled by EcoMan back in past were the design and production of JDs for some of the major oil companies in the Gulf.

That is why our competence in this domain is second to none in this region and why we are proud to be one of the few regional companies which has its own JD system with its corresponding job evaluation methodology. The system which EcoMan uses follows a process made of the following 6 steps:



- 1 Analyze organizational strategy, structure and existing JDs by going through the relevant documents and/or meeting with senior management
- 2 Meet with JD project sponsors to determine the key objectives of writing or reviewing the JDs
- 3 Decide on optimal job analysis method and the corresponding JD format
- 4 Conduct job analysis for roles which require JDs
- 5 Prepare draft JDs and share them with stakeholders
- 6 Review and finalize JDs

THE PROCESS - EXPLAINED

- 1** Analyze organizational strategy, structure and existing JDs by going through the relevant documents and/or meeting with senior management

In Step 1, EcoMan will focus on reviewing the organization's strategy and structure and then meet with key stakeholders. The purpose of the review and the meetings which follow, is to understand the organizational culture and to determine drivers and likely obstacles related to the project.

- 2** Meet with JD project sponsors to determine the key objectives of writing or reviewing the JDs

In Step 2, EcoMan will meet with the project sponsors to confirm the main reasons for the project and the key deliverables.

- 3** Decide on optimal job analysis method and the corresponding JD format

In Step 3, EcoMan will utilize the information gathered from the first two steps to decide on the most suitable approach for conducting the job analyses, and the ensuing JD format. This step is critical in the long term because it will have a big impact on how the rewritten JDs get evaluated once they are done, and how the salary scale changes as a result.

- 4** Conduct job analysis for roles which require JDs

In Step 4, EcoMan will proceed with analyzing the roles by meeting with role incumbents and/or their direct supervisors/managers. These face-to-face meetings are designed to gather a comprehensive understanding of the job being analyzed. At the end of the meetings, EcoMan will have the content needed to produce the drafts for the required JDs.

- 5** Prepare draft JDs and share them with stakeholders

In Step 5, EcoMan will compile all the information gathered from the job analyses meetings and then use it to produce a draft for each of the required JDs. These drafts are then shared with all stakeholders who will be asked to provide their feedback.

- 6** Review and finalize JDs

In Step 6, EcoMan will utilize the feedback to produce the final JDs and then present them to the project sponsors.

THE DELIVERABLE

Each Job Description produced by EcoMan will be presented on a single sheet of paper (double-sided). The purpose from the conciseness is to ensure that the document only reflects what is vital and value-adding, for both jobholder and organization. Below is an example of a template recently produced:

Job Description <small>(with accountabilities and competencies)</small>	
Job Title	Team Leader – Manpower Planning
Job Reference	HR-MPP-112
Revised On	January 15, 2018
Job Purpose and Scope	
Deliver company's recruitment needs effectively. Develop annual recruitment plan. Manage recruitment campaigns. Ensure full compliance with UAE's laws and regulations related to recruitment and immigration.	
Principal Accountabilities	Related Tasks and Duties
Efficient management of resources in accordance with approved OpEx and Capex budgets.	Operate within allocated departmental budget.
Availability of company annual recruitment plan in accordance with company manpower plans.	Obtain annual vacancies report
	Contact Nationalization Division to get details for each asset/function.
	Submit Final Recruitment Plan for management approval.
Achievement of external recruitment targets in compliance with set plans and critical requirements.	Distribute requirements to agencies.
	Coordinate recruitment panel activities with HR/Operations.
	Follow up with recruitment officers on status, receiving and reviewing weekly reports.
Assurance of full compliance with relevant UAE laws and company policies and procedures.	Ensure that line managers, the recruitment team and candidates follow COMPANY and UAE instructions and regulations.
	Manage the effective implementation of such policies including obtaining all documents.
Fulfillment of internal appointment targets for managerial positions in accordance to set procedures and standards.	Publish the list of 16 plus vacancies for company staff on the i-recruitment site.
	Send list of qualified candidates to ET arrange meetings and ET review.
	Set KPIs and timelines for response of candidates.
Successful completion of Service Level Agreements (SLAs) with the various stakeholders.	Agree timeframe (KPIs) for the recruitment cycle with the line.
	Agree SLAs which provide for recruitment services.

Job Description <small>(with accountabilities and competencies)</small>			
Behavioral Competencies	Level	Technical Competencies	Level
Communication	3	Health, Safety & Environment (HSE)	3
Working with Others	2	Financial Budgeting & Cost Control	3
Strategic Perspective	3	Labor Market Supply and Demand	2
Accountability	3	UAE Laws	2
Organizing & Execution	2	COMPANY HR Policies and Procedures	2
Managing Change	3	Business Planning	2
People & their Development	2	Recruitment and Selection	3
Problem Solving & Decision Making	2	Emiratization	3
Innovation & Creativity	3		
Negotiating & Influencing	3		
Competency Legend			
1	2	3	4
orki.Aenean nec lorem. In porttitor. Donec	ipsum dolor sit amet, consectetur adipiscing elit.	ipsum dolor sit amet, consectetur adipiscing elit.	ipsum dolor sit amet, consectetur adipiscing elit.
Key Demands (Challenge and Creativity)			
Challenge	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Creativity	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Decision Making (Financial and Non-Financial)			
Financial Decisions	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Non-Financial Decisions	Nunc viverra imperdiet enim. Fusce est. Vivamus a netus.
Physical Environment and Effort			
Physical Environment	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Effort	Nunc viverra imperdiet enim. Fusce est. Vivamus a netus.
Supervisory Responsibility and Accountability			
Responsibility	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Accountability	Nunc viverra imperdiet enim. Fusce est. Vivamus a netus.
Education, Experience and Knowledge			
Education	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Experience	>Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Knowledge	porttitor. Donec laoreet nonummy augue.		porttitor. Donec laoreet nonummy augue.
Approvals			
Ipsum ipsum.	Ipsum dolores.	Dolores dankilotes.	

Sample Representation

IN PREPARATION FOR OUR CALL

We strongly recommend that you have as many of the following inputs ready as possible:

1. The current organizational strategy documents including the vision, mission and strategic goals OR access to the senior management and management team accountable for delivering the organization's results.
2. The existing job descriptions (if available) and access to role incumbents and their direct supervisors/managers.

The availability of the above will expedite the process of creating a custom fit proposal for your consulting need.

CONTACT US

Email info@ecomman-uae.com

