**University of Al-Mustaqbal / College of Nursing**

**Fourth Year Students/ Leadership & Management Course**

**Lecture 11**

**Job Description and Job Analysis**

**Lecture Contents-**

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**2. Steps in Developing Job Description**

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**Definition Of Job Description-**

**A job description** is **a document that clearly states essential job requirements, job duties, job responsibilities, and skills required to perform a specific role**.

**Steps In Developing A Job Description-**

Use these steps to **develop job descriptions**. They will result in **useful job descriptions**.

1. **Gather he Appropriate People for the Task**

**The manager to whom the position will report takes the lead in developing a job description, but other employees who are performing similar jobs can contribute to its development, too.**

1. **Perform A Job Analysis**

**The job analysis may** **include:**

* **The job responsibilities of current employees,**
* **Internet research and sample job descriptions online or offline highlighting similar jobs,**
* **An analysis of the work duties, tasks, and responsibilities that need to be accomplished by the employee filling the position,**
* **Sharing with other agencies that have similar jobs, and**
* **Articulation of the most important outcomes** **or contributions needed from the position**.

**How To Write a Job Description-?**

1. **Job Title**

 **Make job titles specific. Targeted job titles are more effective than generic ones, so be precise by including key phrases such as “Senior” that accurately describe the role.** **Keep the job title concise.**

1. **Duties**

 **Outline the core responsibilities of the position**. Make sure that list of responsibilities is **detailed but concise**. The **list of responsibilities** will vary in length, but as a rule, should be **as short as possible ( your list to around fifteen tasks and preferably less)**. otherwise, the document becomes an operational manual rather than a job description.

1. **Qualifications & Skills**

 **Job description should specify education, previous job experience, certifications and technical skills required for the role. You may also include soft skills, like communication and problem solving, as well as personality traits that you envision for a successful hire**

1. **Working Relationships**

 It is important to include **reporting lines and working relationships** in your job description.

Reporting lines (Working relationships) clarify the responsibilities of the position by showing **who the candidate reports to and who reports to them.**

**An organizational chart is a good way to represent relationships in a job description, with vertical lines between boxes demonstrating reporting lines and horizontal lines showing working relationships.**

1. **Salary**

Include **completive salary range**. Work out a salary range to include in the job description that is **competitive with similar positions in other organizations** and allows for **variations in education and experience.**

**Obviously**, this would need to be **updated from time to time**, in line with changing pay scales.

So, **the more accurate you can make a job description, the more useful it will become** in the future that accurately describe the role.

**Job Analysis-**

**Definition:** It **is a process of comprehensive examination of duties, responsibilities and tasks intrinsically associated to a job position.**

**Activities Of Job Analysis-**

1. **Interview**
2. **Observation**
3. **Structured questionnaire**
4. **Checklist**
5. **Open-ended question**
6. **Technical conference**
7. **Critical incident**
8. **Diary**

**Concerns of Today's Managers (Common Management Challenges)-**

1. **Decreased Performance Levels**
2. **Being Understaffed**
3. **Lack Of Communication**
4. **Poor Teamwork**
5. **Pressure To Perform**
6. **Absence Of Structure**
7. **Time Management**
8. **Inadequate Support**
9. **Skepticism**
10. **Difficult Employees**
11. **Transition From Coworker to Manage**
12. **Weak Workplace Culture**

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