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Crème

## Spell out the job spec if you want the recruits



*This week's expert is David Morel, managing director of Tiger Recruitment, London and Bristol*

**I have been asked by my boss to recruit a new PA for the finance director through a recruitment agency we have used in the past. Do I need to write a job specification and, if so, what information should I include?**

Surprisingly, many recruiters do not write a job specification for a new permanent vacancy. This particularly applies to smaller organisations which are recruiting new staff. Yet, from a recruitment agency's point of view, it is a great help, not just in terms of providing a clear and concise job description for the consultant, but also focusing the mind of the client as to what exactly they are looking for.

This, in turn, means that both parties have something tangible they can work

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with and any miscommunication about the nature of the role can be avoided from the outset.

When drawing up a job specification, it is essential to consider the role itself and not the personality you think might be best suited to it. Be as objective as you can. You are dealing with a recruitment agency you have used in the past, but if it were a new one, it would be useful to add a short description of the company, its culture and what it does.

It is now mandatory for employers to provide recruitment agencies with the essential components of a job specification for all temporary and contract positions. I would also recommend that the follow-

ing points form the basis for your permanent specification.

- Ideal start date
- Remuneration and benefits offered
- Title of the role and to whom the employee will report
- Nature of the position and an outline of key responsibilities
- Any qualifications and experience needed
- Required hours
- Location of workplace
- Any health and safety risks in the role or location.

These classifications can be expanded upon if necessary. A well-written job specification is well worth the paper it is written on and is proven to save time in the long run.

*If you have a query for Crème Clinic, please e-mail it to [creme@thetimes.co.uk](mailto:creme@thetimes.co.uk). Questions will be answered in this column without revealing identities.*