Job description for NN

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| **Title** | What is your job title? |
| **Department** | What is the name of your department? |
| **Reporting line** | Who is your superior? |
| **Purpose of the job** | What is the purpose of your job, or what are the success criteria for your job? |
| **Responsibilities** | What are your responsibilities in the organisation? |
| **Duties** | Which specific duties do you have, e.g. customers, sales, communication, marketing, etc.? |
| **Budget responsibility** | Which budget are you responsible for, and what is the maximum amount you are authorised to bind the business for without having to ask? |
| **Staff responsibility** | Do you have any staff responsibility and, if so, for whom/how many? |
| **Authority** | Which types of decisions are you authorised to make on you own (e.g. purchasing, pricing, staff) and which are you required to ask others about – and, if so, whom? |
| **Working relations** | With whom in the organisation do you work together the most, and where are the interfaces? |
| **Professional qualifications** | Which professional qualifications does the job require? |
| **Personal qualifications** | Which personal qualifications/capabilities does the job require? |
| **Prepared** | When was the job description prepared? |
| **Revised** | When was the job description revised? |

Signature and date, manager Signature and date, employee