

## Job Analysis

The foundation of a good job description and person specification is a job analysis.

**This requires you to identify:**

- all the individual tasks associated with fulfilling the duties and responsibilities of the role;
- how the tasks interrelate and how best to carry them out;
- the people resources necessary to achieve the results.

**Job analysis is best used when:**

- new positions are created or when reviewing an existing role;
- identification of the job content and the people qualities of the incumbent are needed for a role where this has not been carried out before;
- where there is significant change in the job content.

**Job analysis comprises:**

Duties, responsibilities, human qualities and skills, limits of authority, functional relationships, reporting requirements and any other interrelated factor(s).

**The Process**

