Job Outline

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| --- | --- |
| Post:  | <Job Title> |
| Location: | <Enter Location> |
| Hours: | <Enter no of hours per week> |
| Duration: | <Permanent/Fixed Term> |
| Cluster: | <Place/People/Corporate> |
| Grade: | <HC enter grade only> |
| Contact Name: | <Enter Contact Name>  |
| Contact email: | <Contact E-mail> |

**Job Purpose**

**Job Description – Key Duties and Responsibilities**

1.
2.
3.
4.
5.

**Other Duties**

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.

**Person Specification**

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**Health and Safety**

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

* Become familiar with Violent Incident and Accident reporting procedures and comply with them.
* Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
* Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council’s Health & Safety Procedures.

