



**Metropolitan Police Authority**

**Job Description Questionnaire**

**1. JOB DETAILS**

**Job Holder:**

**Job Title:**

**Reports to:**

**Date:**

**2. JOB PURPOSE**

*(Please give a short sentence describing the main purpose of the job in no more than 20 words.)*

**3. DIMENSIONS**

*(List here financial measures or statistics relevant to your post.)*

**4. ORGANISATION CHART**

*(Draw a chart to show how your job fits into the organisation including your manager's job, your job the job titles of colleagues reporting into the same manager and your subordinates.)*

**5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

*(Detail here, the knowledge, skills and experience required for satisfactory job performance.)*

**6. KEY RESULT AREAS**

*(List the four to eight key result areas for your job in the form of **WHAT IS DONE ... TO WHAT ... WITH WHAT RESULT.**)*

**7. COMMUNICATIONS AND WORKING RELATIONSHIPS**

*(Detail your working contacts within and outside the organisation, indicating the purpose of the contact.)*

**8. SCOPE FOR IMPACT**

*(Give some recent examples of your work that illustrate in more detail your key result areas, together with the complexities and other significant aspects of the job.)*

**9. JOB DESCRIPTION AGREEMENT**

**Job Holder's Signature**

**Date:**

**Manager's Signature**

**Date:**