



Guidance for Saving Job Descriptions to the Job Description Library (SharePoint)

Background

This guidance provides information how to create a hyperlink to the Job Description within the People and Money Job Posting Description.

Before saving a job description to the SharePoint Job Description Library, please make sure the job description has been assigned a grade. For further information, please read the [Job Grading Policy](#).

Saving a job description links to the People and Money “Create and Maintain a Job Requisition” process. To familiarise yourself with this process, please refer to the People and Money user guide [Hiring Guide – How to Create and Maintain a Job Requisition](#).

Follow the steps below to create a hyperlink for the job posting description in People and Money.

The Job Description will be used within the job advertisement; therefore, care should be taken to ensure accuracy. **Once the advert is posted any changes would require the requisition to be redrafted and reapproved and could cause delays in the recruitment process.**

Once the Job Description has been uploaded to the Job Description Library, it will be in a read only format.

Process

1. If you haven't already done so, prepare the Job Description using the [Job Description Template](#) in Word.
2. The document must be saved prior to upload using the following file naming convention:
Job Family_Job Function_Requisition Number_Job Title

You should familiarise yourself with the guidance on selecting the correct Job Family and Job Function which can be found in [Appendix 1](#).

Some examples

- Academic_Academic Researcher_026_Researcher
- Professional, Administration and Operational_Finance_112_Procurement Analyst
- Clinical_Clinical GP_1234_GP
- Professional, Administration and Operational_Estates and Facilities_1236_Joiner

3. Follow the link to the Job Description Library - <https://uoe.sharepoint.com/sites/jobdescriptionlibrary>
4. Upload the Job Description Word document using the correct file naming convention above.
5. Once you have uploaded the Job Description it will be moved to the 'Published' section of the SharePoint. You will receive an auto generated email with a hyperlink.
6. **Copy and paste this link** to the Posting Description – **please note** that you must only use the link supplied within the email to avoid any access issues once the advert is live.
7. Once you have added the hyperlink to the posting description you MUST review the requisition and ensure that the link takes you to the correct Job Description.
8. If the file upload was unsuccessful, you will be notified of this via email and you should repeat the process ensuring the correct file naming convention is used.

If you need any additional support, please contact the HR Helpline through People and Money.

Useful Links

[People and Money User Guides](#)

[Job Description Guidance](#)

[Job Description Template](#)

[Guidance on Job Classifications and Positions](#)

FAQs

Q - How do I access the Job Description Library on SharePoint?

A – You can access the Job Description Library using the following link

<https://uoe.sharepoint.com/sites/jobdescriptionlibrary>

If you need access to this for your role, please complete the [People and Money Access Application Form](#).

Q- What do I do if I have not included the hyperlink or used the wrong one in the posting description?

A - HR Operations will check that each requisition has the link to the correct Job Description before posting. If this is not included, they will get in touch with you.

If the advert has been posted (is live) you would need to redraft the requisition include the correct hyperlink and submit this for approval again.

If the job requisition is still in draft (not yet approved) you can amend the hyperlink.

If the job requisition has been approved but not yet posted HR Operations would need to update the hyperlink.


Q - Can I make changes to the Job Description once it has been uploaded to SharePoint but before the link has been added to the posting description?


A - The Job Description Library has read only access for users. If you need to make changes to a Job Description prior to the hyperlink being included within the posting description, you should contact the HR Helpline through People and Money, including the hyperlink to the document. HR will remove this document and advise you when complete. You will then be able to upload the correct document, using the appropriate file naming convention. Please note this will generate a new hyperlink.


Q - How can I access Job Descriptions I have previously added to the SharePoint Job Description Library?

A – These will be available in the published section of the SharePoint, filed by Job Function and Job Family respectively. For a quick way to view any Job Descriptions you have uploaded select ‘Add by You’

 By Folder

 List View

 By Family/Function

 Add by You

Q - Will the Job Descriptions be archived at any point?

A – Yes we will archive the documents after one year from the date of upload. The Job Descriptions will still be available to HR after this time.

Q – Will existing Job Descriptions be added to this Job Description Library?

A – Only job descriptions to be used for the purpose of advertising positions through People and Money should be uploaded to the SharePoint. The Job Description Library will build up over time; there will be no migration of existing job descriptions.

Q - I have a new position to advertise and already have the job description added to the Job Description Library from previous recruitment. Can I use this link?

A - You should download the job description, review and upload a new version. This will create a new hyperlink for inclusion in the advert.

Appendix 1

The file naming convention should be taken from the Job Family then the Job Function using the below table, followed by Requisition number and Job Title:

Job Family_Job Function_Requisition Number_Job Title

Further guidance is available within the [Guidance on Job Classifications and Positions](#)

JOB FAMILY (1 st Level Folder on SharePoint)	JOB FUNCTION (2 nd Level Folder on SharePoint)
Academic	Academic GP Academic Support Administration Applied Researcher Clinical Academic Consultant IT Knowledge Transfer Laboratory Services Lectureships Professorial Project Management Researcher Student Services Teacher Tutors and Demonstrators Workshop and technical facilities services
Clinical	Clinical Academic Consultant Clinical GP Doctor in Training Health Care Professional Junior Clinical Academic Lectureships Nursing Teacher
Professional, Administration and Operational	Academic Support Administration Agricultural Worker Animal Care Applied Researcher Audit Careers Advisory Service Chaplaincy Development Estates and Facilities Finance Health and Safety Health Care Professional

	Hospitality Human Resources IT Knowledge Transfer Laboratory Services Legal Library and information management Marketing and Communications Printing Project Management Researcher Sports and Exercise Student Services Tutors and Demonstrators Workshop and technical facilities services
Technical	Academic Support Administration Agricultural Worker Animal Care Applied Researcher Estates and Facilities Health and Safety Health Care Professional IT Laboratory Services Library and information management Marketing and Communications Nursing Project Management Researcher Workshop and technical facilities services
Veterinary Clinical	Animal Care Lectureships Professorial

Job Family

The job family structure is as follows:

Family	Definition	Short Code
Academic	All academic roles that are not associated to clinical and veterinary clinical activity.	ACAD
Clinical	All academic roles that are associated with clinical activity.	CLIN
Veterinary Clinical	All academic roles that are associated with accredited veterinary clinical activity.	VET
Professional, Administration and Operational	Roles in this family are engaged in the provision of professional, administrative or	PAO

	operational support services to the University, excluding Technical Services.	
Technical	Roles in this family provide technical, specialist and / or scientific support for the University. In particular staff associated with laboratory, workshop and scientific services.	TECH

Job Function

The job function structure is as follows:

Function	Example Roles	Definition
Clinical Academic Consultant	Senior Clinical Research Fellow, Intermediate Clinical Fellow	Academic members of staff with clinical commitments, typically a practicing consultant within a hospital environment.
Academic GP	Chair of General Practice	Academic members of staff based in a GP practice or teaches General Practice on campus at the University.
Clinical GP	Clinical Trials, GP	Academic members of staff with a research focussed clinical commitment.
Doctor in Training	Clinical Lecturer	Postdoctoral early career academic staff involved mainly in taught clinical teaching in the University.
Junior Clinical Academic	Online Clinical Tutor, Anatomy Teaching Fellow	Postdoctoral early career academic staff involved mainly involved in clinical research in the University.
Lectureships	Lecturer, Senior Lecturer, Reader, Chancellors Fellow and Reader	Qualified academic members of staff that undertake delivery of programmes and courses, along with providing personal tutors support for student.
Professorial	Professor Personal Chair (teaching), Vet Clinical Professor Established Chair	Academic members of staff that have been awarded an academic chair.
Researcher	Research Assistant, Early Stage Researcher, Post-Doctoral Research Fellow	Academic members of staff that are predominantly conducting research at the University.
Teacher	Teacher, Teaching Fellow, Senior Teaching Fellow	Members of staff that support the delivery of

		teaching running tutorials, seminars and practicals.
Tutors and Demonstrators	Tutor, Associate Tutor, Teaching Assistant, Demonstrator	Members of staff that support the delivery of teaching running tutorials, seminars and practicals.
Applied Researcher	People in technical / scientific roles that are providing academic intellectual input	Members of staff that conduct technical or scientific activity at the University and provide academic intellectual input.
Academic Support	Learning Advisor, UG/PG Administrative Officer	Members of staff that are supporting the delivery of the curriculum and research at the University but not conducting teaching or research.
Administration	PA, Administrator, Team Leader, DoPS, Staffing Assistant, HR Administrator, Finance Administrator	Members of staff delivering, supervising or managing the general administration activities that support the operations of the University.
Agricultural Worker	Groundkeeper, Dairy Herdsman	Member of staff working in agricultural and related trades occupations in relation to crops, animal breeding and rearing, or forestry related roles.
Animal Care	Animal Care Assistant, Poultry Technician	Member of staff providing assistance to veterinarians, carry out pest control services, care for animals in stables, kennels, zoos and other such establishments.
Audit	Internal Auditors	Member of staff that are engaged in conducting audits of the University's operations and providing advice on compliance and improvement in University procedures and practices.
Careers Advisory Service	Careers Advisor	Member of staff that give advice on careers or occupations, training courses and related matters.

Chaplaincy	Chaplain	Members of staff that provide information, advice and support to protect the welfare of vulnerable groups and provide spiritual motivation and guidance.
Development	Fundraising Officer, Donor Relations Manager, Philanthropy Officer	Members of staff that support the philanthropic fund raising at the University.
Estates and Facilities	Accommodation Manager, Head of Operations, Joiner, Plumber	Members of staff responsible for the management, running, maintenance and operation of the University's property.
Finance	Management Accountant, Finance Manager	Members of staff that assist accounting and financial processes, managing the University's financial activity and accounts.
Health and Safety	Health and Safety Manager, Portable Appliance Tester	Members of staff responsible for ensuring and promoting health and safety in the workplace and co-ordinate accident prevention and health and safety measures within the University.
Health Care Professional	Counsellors, Pharmacist	Members of staff that are health care professionals providing diagnosis, treatment or support to staff and students at the University.
Hospitality	Chef, Conference and Banqueting Assistant, Catering Manager	Members of staff conducting or supervising catering, hospitality and event management activity at University bars, shops, theatres and similar premises.
Human Resources	HR Advisor, HR Partner	Members of staff that provide advice on recruitment, training, staff appraisal and industrial relations policies and assist specialist managers with negotiations on behalf of the University.

IT	Database Administrator, Developer, Computing Officer, IT Managers, IT Project Managers, IT Programme Managers, IT Business Analysts, IT Architects, IT System Designers, Programmers, Software Development, Web Design and Development, Learning Technology Development & Delivery, AV/IT technical support and delivery, IT Operations Technicians, IT User Support and User Services, Tester	Members of staff that deliver or are managing & supervising the delivery of Information technology and telecommunications services that ensure effective utilisation of information technology and software at the University, including day-to-day running of IT systems, networks and services and provide technical support, advice and guidance for both staff and student users.
Knowledge Transfer	KTP Associate	Members of staff specifically involved in Knowledge Transfer Programmes at the University.
Laboratory Services	Lab Technology Assistant, Mass Spectrometry Laboratory Manager	Members of staff that manage and run laboratories and experimentation facilities within the University.
Legal	Solicitor	Members of staff who are Legal professionals who provide advice and act on behalf of the University in legal matters; preside over judicial proceedings; and perform related professional legal duties.
Library and information management	Library Assistant, Bookbinder, Curator, Digitisation Assistant, Research Data Support	Members of staff that are librarians and related professionals who appraise, obtain, organise, develop, preserve and make available, both digitally and physically collections of written and recorded material, art objects, pictures, artefacts and other items of general and specialised interest.
Marketing and Communications	Public Relations, Communication Officer, Digital Marketing	Members of staff involved in the public relations, promotion and marketing of the University's goals, impact and brand.

Nursing	Practice Staff Nurse, Treatment Room Nurse	Qualified members of staff that provide general and/or specialised nursing care for the sick, injured and others in need of such care, assist medical doctors with their tasks and work with other healthcare professionals and within teams of healthcare workers. They advise on and teach nursing practices.
Printing	Digital Print Operator, Guillotine Operator and Finisher	Members of staff involved in the production of professional printed and digital media at the University.
Project Management	Project Manager, Business Analyst, Change Manager	Members of staff conducting or supervising staff that provide a change function at the University, including the full lifecycle of projects and programmes to implement people and process change at the University.
Sports and Exercise	Basketball Coach, Head of Rowing, Gym Supervisor, Instructor	Members of staff train amateur and professional sportsmen and women to enhance performance, promote participation and standards in sport, organise and officiate at sporting events, and provide instruction, training and supervision for various forms of exercise and other recreational activities.
Student Services	Admissions Officer, Erasmus Exchanges Officer, Student Support Officer	Members of staff providing support directly or indirectly to students, that are not involved in the delivery of teaching or research.
Workshop and technical facilities services	Film & TV Technician, Glass Technician, Workshop Technician	Members of staff providing professional, technical, engineering and production facilities that support the University in research, teaching and supporting students.

