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| Harlow Council Job Description |
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| Job Title: |  | Post Number: |  |

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| --- | --- | --- | --- |
| Grade: |  | Date: |  |
| Service: |  | | |
| Location: |  | | |
| Responsible to: |  | | |

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| --- | --- |
| Job Purpose: | |
| [insert brief details of job purpose] | |
| 1.0 |  |
| 2.0 |  |
| 3.0 |  |
| 4.0 |  |
| 5.0 |  |
| 6.0 |  |
| 7.0 |  |
| 8.0 |  |
| 9.0 | To undertake other duties as required. |
| 10.0 | Statement of Health and Safety. |

| Breakdown of tasks: | |
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| 1.0 |  |
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |
| 1.4 |  |
| 1.5 |  |

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| --- | --- |
| 2.0 |  |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |

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| --- | --- |
| 3.0 |  |
| 3.1 |  |
| 3.2 |  |
| 3.3 |  |

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| --- | --- |
| 4.0 |  |
| 4.1 |  |
| 4.2 |  |
| 4.3 |  |

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| --- | --- |
| 5.0 |  |
| 5.1 |  |
| 5.2 |  |
| 5.3 |  |

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| --- | --- |
| 6.0 |  |
| 6.1 |  |
| 6.2 |  |

|  |  |
| --- | --- |
| 7.0 |  |
| 7.1 |  |
| 7.2 |  |

|  |  |
| --- | --- |
| 8.0 |  |
| 8.1 |  |
| 8.2 |  |
| 8.3 |  |
| 8.4 |  |

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| 9.0 | **Other duties appropriate to the role.** |
| 9.1 | To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder. |
| 9.2 | All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs. |
| 9.3 | All employees are expected to have regard and operate within the Council’s commitment to equality and diversity and customer care. |
| 9.4 | All employees are expected to adhere to requirements of GDPR (General Data Protection Regulations) and The Data Protection Act (2018) and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures. |
| 9.4 | All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures. |

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| 10.0 | **Statement of Health and Safety** |
| 10.1 | Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974: |
| 10.2 | * To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do. * To co-operate with Harlow Council in order to enable statutory requirements to be implemented. * Not to intentionally interfere with or misuse anything provided in the interests of health and safety. |