



Job Descriptions Use of NTF templates

The NTF has produced a suite of job descriptions for roles contained within the scales on the NTF/NARS wage agreement.

These are examples of how a job description could look and yards will need to adapt them to their own requirements for particular roles.

You may prefer to separate the characteristics out of the job description and just have a very simple explanation of the role.

You could also adapt the job description to indicate if anything is essential or desirable, for example if you have an immediate vacancy which requires a particular level of skill then that skill is likely to be essential. If the need is less urgent for a particular or element of the job, then that may simply be desirable if the person could be trained in that skill after recruitment. If there are specific qualifications which are needed then those should be specified.

It is important to review job descriptions from time to time to ensure they remain relevant and, of course, if the employee's role or duties change.

Remember also that you **must not unlawfully discriminate** during the recruitment process – there is more information on recruitment on the NTF website and on avoiding unlawful discrimination in the NTF employment manual. You need to consider if the role could be done part time or job shared. In particular, the template job descriptions refer to going racing and that going racing may necessitate working longer than basic hours or staying away – if the job does not involve going racing or is flexible on that point, you should make that clear as the requirement to work additional hours or stay away may limit applications from potential employees who have family or childcare responsibilities.

NTF

October 2019