

Procedure for Job Descriptions

Introduction	To ensure the consistency and maintenance of job descriptions for key staff involved in operating the national club licensing system and procedures for the Scottish FA
Scope	For the key staff operating within the Licensing Administration of the Scottish FA
Objective	To ensure that roles and responsibilities are defined and agreed.
Responsibility	Human Resources Manager and LM
Issue Number	One season 2005/6
Approved by	Human resources Manager and LM

Step	Description	Responsibility
1.	<p>Job descriptions will be produced for the following staff:</p> <ul style="list-style-type: none"> • Licensing Manager • Experts for: <ul style="list-style-type: none"> • Financial criteria • Infrastructure criteria • Sporting criteria • Legal criteria • The terms of reference for the Decision Making Bodies will be defined in a separate procedure (ref Management of Decision Making Bodies). • The LM will deal with the Personnel and Admin criteria with assistance from the Human Resources resource within the SFA when required. 	Senior Manager and HR Manager
2.	The immediate line manager for the individuals with responsibility for the roles defined in (1) is responsible for ensuring that a job description is in place and that reference is made within that job description to the staff members responsibility for club licensing matters.	Respective Line Managers

3.	<p>The job description must contain information pertaining to the following:</p> <ul style="list-style-type: none"> • Competencies • Responsibilities • Person to whom the task may be delegated 	Respective Line Managers and HR Manager
4.	Job descriptions must be legible, identifiable and traceable to the job and person involved.	HR Manager
5.	The incumbent will be appointed and assessed against the requirements of the job description.	Respective Line Managers
6.	<p>Job descriptions shall be stored in the Resources file of the Quality Manual.</p> <p>The Human resources Manager will retain Job Descriptions. They will also be included in the Quality Manual and available for all to view.</p>	HR Manager
7.	Only the immediate line manager with proper consultation with senior management and the incumbent can make modifications to job descriptions.	Respective Line Managers
8.	Upon appointment to position or any revision or modification, the job description must be signed and dated by superior and incumbent.	Respective Line Managers