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COURSE BROCHURE

Job Analysis and Job Description Writing Training Course

22 – 26 November 2027
Madrid

Job Analysis and Job Description Writing Training Course

Ref: 1741_63857 **Date:** 22 – 26 November 2027 **Location:** Madrid **Fees:** 5600 GBP

Job Analysis and Job Description Writing is a 1-week training course for HR officers, compensation analysts and line managers who gather evidence about roles and turn it into a validated job description pack. Organisations that restructure, hire for new skills or review grades depend on accurate role data, and weak descriptions create disputes over duties, pay and performance. This course is delivered by Jupiter Prime Training.

Why Job Analysis and Job Description Writing Matters Now

Roles change faster than the documents that describe them. Automation removes routine tasks, hybrid working blurs reporting lines and employees increasingly ask how their grade was decided. Line managers want descriptions they can use for recruitment and appraisal, while compensation analysts need consistent role facts before any grading decision. Organisations with sound role evidence can defend structure and pay relativities; copied templates invite grievances. The course rests on established job analysis techniques such as the Critical Incident Technique CIT and the Position Analysis Questionnaire PAQ.

Who Gains Most from Job Analysis and Job Description Writing

- HR officers who collect role information and maintain the job description library
- Compensation analysts who prepare role facts for grading and benchmarking
- Line managers who define duties, reporting lines and selection criteria for their teams
- Recruitment specialists who convert role requirements into person specifications
- Organisation development staff who redesign roles during restructuring

An HR department that sends its officers and analysts together with the line managers they support gains most, because all three then share one method for describing and ranking roles.

Job Analysis and Job Description Writing Capabilities

Participants move from a jobholder interview to a signed-off description and first ranking.

- Plan a job analysis study with the right mix of interviews, questionnaires and observation — scope agreed with line managers
- Write task statements and key result areas in action-object-purpose form — accurate duties for jobholders
- Specify knowledge, skills and experience in a person specification — fair selection by recruiters
- Apply ranking, paired comparison and classification methods to a set of roles — first grading proposals
- Test factor comparison results for consistency and bias — defensible decisions for reward committees
- Communicate revised descriptions to jobholders and managers — sign-off and acceptance

Key Job Analysis and Job Description Writing Terms

- Job analysis — the systematic collection and study of information about the tasks, responsibilities and requirements of a role.
- Job description — a document stating a role's purpose, reporting lines, key result areas and main duties.
- Person specification — the knowledge, skills, experience and attributes needed to perform a role to standard.
- Key result area — a broad outcome a role is accountable for, used to group related duties.
- Paired comparison — a ranking method that compares every role with every other role, one pair at a time.
- Factor comparison — an analytical evaluation method that ranks roles factor by factor, such as skill, effort and responsibility.

Job Analysis and Job Description Writing Day by Day

Day 1: Roles, Evidence and Purpose

- Uses of Job Analysis Data — Recruitment, Grading, Training and Restructuring Choices
- Job Families and Role Mapping — Defining the Scope of an Analysis Study
- Stakeholder Roles in Analysis — Who Supplies, Checks and Approves Role Facts
- Changing Work Patterns — Automation and Hybrid Effects on Role Content
- Analysis Study Plan — Choosing Methods, Sample Size and Timeline

Day 2: Collecting Role Information

- Structured Jobholder Interviews — Drawing Out Duties, Decisions and Contacts
- Job Analysis Questionnaires and the PAQ — Comparing Roles on Common Elements
- Critical Incident Technique — Identifying Behaviours That Separate Strong Performance
- Observation and Work Diaries — Capturing Time Spent Across Tasks
- Data Validation with Managers — Resolving Gaps Between Accounts

Day 3: Writing Descriptions and Specifications

- Role Purpose Statements — Stating Why the Role Exists in One Sentence
- Action-Object-Purpose Task Statements — Writing Clear and Measurable Duties
- Key Result Areas and Indicators — Linking Duties to Performance Reviews
- Person Specifications — Essential Versus Desirable Selection Criteria
- Bias-Free Wording Checks — Inclusive Language in Role Documents

Day 4: Ranking and Classifying Roles

- Whole-Job Ranking — Quick Ordering of a Small Role Family
- Paired Comparison Matrix — Reducing Judgement Errors in Ranking
- Job Classification and Grade Descriptors — Slotting Roles into Bands
- Factor Comparison Method — Rating Skill, Effort, Responsibility and Conditions
- Evaluation Panel Practice — Consensus, Calibration and Recording Rationale

Day 5: Practising the Job Description Pack

- Interview Simulation — Applying Structured Questions to a Live Role
- Description Drafting Clinic — Applying Task Statements to Collected Evidence
- Role Set Ranking Exercise — Applying Paired Comparison and Classification Together
- Sign-Off and Maintenance Cycle — Version Control for the Role Library
- Job Description Pack — Validated Descriptions and Ranking for One Role Family

Applying Job Analysis and Job Description Writing After the Course

- Run structured interviews and a short questionnaire for one role family and rewrite its descriptions in action-object-purpose form.
- Lead a paired comparison session with line managers to produce a draft ranking for that family, with rationale recorded.

Job Analysis and Job Description Writing Questions FAQ

What is Job Analysis and Job Description Writing and why does it matter now?

It is the discipline of collecting evidence about what a role does and recording it in a clear description. It matters now because roles change quickly and employees, managers and reward teams need accurate role facts for hiring, grading and appraisal.

Which roles gain most from Job Analysis and Job Description Writing?

HR officers, compensation analysts and line managers gain most. Officers gather role data, analysts grade with it and managers use it to set duties and select candidates.

How does Job Analysis and Job Description Writing differ from strategic job evaluation?

This course builds the role evidence and descriptions first. A strategic job evaluation course focuses on point-factor schemes, grade structures and reward policy for senior specialists, while this one covers data collection, writing and basic ranking methods.

What do you bring back from Job Analysis and Job Description Writing?

You bring back a job description pack for one role family. It holds role evidence, finished descriptions and a draft ranking with recorded reasons.

Job Analysis and Job Description Writing: The Way Forward

The job description pack gives HR and line managers a shared, evidence-based picture of one role family. Its first use is usually a recruitment or regrading decision, where the person specification and draft ranking guide the panel. After that first use, revisit the analysis methods chosen, because roles in technology, healthcare or logistics settings may need more observation than interviews.