

Verbs Related to a Range of Skills

The terms job description and job specification are often interchanged, although strictly speaking, they refer to two different things.

A job description usually describes what a person does and the context in which they do it. It sets out the job title and purpose, lists the main duties, the location, and the reports.

Job descriptions when used for recruitment are often accompanied by a person specification which describe the type of person that would be suited to the job. Person specifications usually include things like personal attributes, such as “attention to detail”, and essential and desirable qualifications, skills and experience.

Job specifications have become more commonly used, and are largely a result of merging job descriptions with person specifications. Thus, a job specification usually provides more detailed information about duties and responsibilities, skills and experience, and personal attributes required.

Job descriptions/specifications are used for clarification of role, duties, and responsibilities; job evaluation; recruitment and identification of development needs

Note: There is no legal requirement for job descriptions (terms of employment are a legal requirement), however they may be used in legal proceedings, for example where a job specification is deemed to be discriminatory (beyond what is required, and thereby excluding specific groups).

The use of job specifications in developing a learning plan

Job specifications are extremely useful in identifying training and development needs. They lay out what skills, knowledge and experience are required to fulfil a job role effectively, and thereby provide a benchmark against which the job holder (perhaps along with their manager) may measure themselves. Any gaps identified will then form the basis for future development – this is known as gap analysis. However, in order to do this the job specification must be comprehensive, accurate, and up-to-date.

If you have a detailed and current job specification, then you will probably be able to use it as it is. If not, you may need to annotate it – that is expand on the information it contains so that it gives a full description of your role, responsibilities, and skills etc. needed. This along with the annotated CV will help you to identify where you are in terms of what you know and what you can do.

Technical skills	Teaching skills	Financial skills	Creative skills	Helping skills
assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented