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|  | Appendix 1 West Lothian  Council |

SPECIMEN

JOB OUTLINE

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| Job outlines must not contain any unjustifiable requirements that may exclude any person from applying for the job (e.g. stating that the person must be energetic, if this is not a demonstrable skill required of the job; or requires to have a number of years’ experience). |

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| Post Title: |  | Post No: |
| Service: |  | |
| Area: |  | |
| Reports to: |  | |
| Location: |  | |

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| Purpose of the job |
| Job Scope |
| Principal Accountabilities/Key Tasks |

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| Qualifications, Skills, Knowledge Essential | |
| Desirable | |
| Other Essential Information (e.g. Enhanced Disclosure Scotland check required or Registration with Scottish Social Services Council (SSSC) required). | |
| Compiled by (please PRINT name): | |
| Designation: | Date: |

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