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| **Role Specific Information** |
| Approved on Eploy? |  |
| Job Title |  |
| Salary & Benefits  |  |
| Contract (Perm, FTC, Temp/Contractor) |  |
| Hours of Work |  |
| Daily Working Pattern  |  |
| Work Base/Location |  |
| Hyrid Working Model  |  |

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| **Team & Reporting Structure**  |
| Line Manager |  |
| Team Size |  |
| Direct Reports |  |
| Other information on the Team, how they work etc  |  |

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| **Job Description & Responsibilities**  |
| Do we have a Job Description for this role? |  |
| What are the primary responsibilities and day-day tasks of the position? |  |

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| **Candidate Profile**  |
| What qualifications, experiences and skills are essential for an ideal candidate? |  |
| What personal attributes are required for this role? |  |
| What kind of background or industry experience is preferred?  |  |

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| **Challenges & Expectations**  |
| Are there any current challenges in department that this role will help address? |  |
| Are they any specific projects that the successful candidate will get involved in?  |  |
| What are the expectations for the individual to adapt and contribute quickly?  |  |

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| **Timeline & Hiring Process**  |
| Advertising Sources |  |
| Agency Involvement? (If so, please specify with agencies) |  |
| Advertisement Length  |  |
| Interview Panel – 1st Stage |  |
| Interview Panel – 2nd Stage |  |
| Selection Process Confirmed? |  |
| Internal Applications Expected?  |  |

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| **Any Additional Information**  |
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