



Developing a flexible job description (2)

(1) Specialist tasks – must be carried out by current postholder or another qualified candidate	(2) Lower level tasks – administrative or routine which can be delegated/automated/eliminated.	(3) D, A or E*

Analyse the job's key tasks and list them in column (1) or (2) above. Decide which tasks can be delegated, automated or eliminated and put the appropriate letter in column (3).

*Key:

- D = Delegate
- A = Automate
- E = Eliminate