



Worcester Students' Union
Points to include on all new Staff Job Descriptions.

1. Purpose

Job descriptions should draw attention to Policies which affect all staff and the organisation. This is important as it sets out the importance the organisation places on various items.

2. Scope & History

These procedures cover all staff employed by WSU. These procedures replace any previous procedures, which will be withdrawn from 12th December 2008.

3: Additions to standard Job Description Templates

All new staffs Job Descriptions to include the following points.

Carry out the duties of this post in a manner which promotes equality of opportunity and shows due respect for all employees and users of the Unions services, in accordance with the Unions Equal Opportunities Policy and Universities 'Dignity at Work and Study' Guidelines.

Carry out all duties having due regard for the health and safety of yourself and others, in accordance with the Unions Health & Safety Policy.

All employees are expected to go about their duties in an environmentally responsible manner. It is our aim is to ensure all resources are utilised effectively and efficiently. This includes taking measures to minimise wasting energy, water and office consumables, as well as reducing unnecessary or inefficient travel. All employees will fully adhere to the Unions Environmental Policy.

Procedure Produced: Dec 2008

Procedure Produced By: General Manager

Procedure Approved By: