Template for job profile and qualification requirements for academic positions

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| **Job title:**  |
| **Unit:**  |
| **Manager/reporting relationship:**  |

**Job profile**

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| **Purpose and description of the position:**What are the unit’s specific objectives and/or strategy? In what way should the person in this position contribute to this?**Tasks:***When you set out to hire a new employee, you should consider the academic profile that is currently required in the position, and the level of expertise that is expected in the position in the future.* **Responsibilities and authority:***You should also consider the responsibilities and authority associated with the position. The more thorough you describe the position and the tasks, the easier it will be to prepare a targeted job advertisement.* |

**Qualifications requirements (academic and personal):**

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| When you hire a new employee, it is important to consider the professional and personal qualifications required for the position. This is based on the tasks, responsibilities and authority, if any, that have been identified in the job profile. It is also important to look at the other employees in the unit and their professional qualifications and personal profiles. Consider what additional qualifications and skills could benefit the unit.*Qualification requirements for the position in question consist of the job structure and the faculty-specific assessment requirements for the different job types; finally, the local units can add further qualification requirements.***Academic qualifications (relevant to the position):***Outline the academic qualifications required for the job.* *Examples of considerations regarding academic qualifications might be:* * *What* ***qualifications*** are *required as a minimum? (level of education, courses, certifications etc.)*
* *What are the special requirements regarding* ***research background****? (record of research, strong scientific/academic background)*
* *What* ***relevant experience*** *from previous positions is necessary/considered an advantage? (teaching experience, management experience etc.)*
* *What specific* ***academic areas of interest, qualifications, language skills, IT knowledge*** *etc. are needed in the position in question?*

**Personal qualifications/social skills (relevant to the position):***In addition to the academic qualification requirements, it is important to specify what personal skills are expected in the position. This may be based on* ***the culture, values and* *tone*** *you have and want in the unit in the future, because it is important that the new employee is a good match for the unit.* *You should also consider* ***who*** *the new employee will* ***collaborate*** *with, and what personal skills are required.* |