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| --- |
| *Retirement Capital* |
| **Job Title**: (e.g. Production Operative)  **Reports To**: (e.g. Works Manager)  **Main purpose of job**: [One short sentence will do e.g. ‘Operate production machinery in line with production plan’] |
| Permanent Temporary\* Contract\*  Full-time Part-time\*\*  \* Likely duration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*\* Hours/week \_\_\_\_\_\_\_\_\_\_ |
| **Duties:** [List here the duties of importance as example below]   * Complete reports as and when required * Comply with company requirements and policies for health & safety, quality and others as appropriate * Undertake other reasonable tasks as may be required from time to time |
|  |
| Special Needs/Instructions [if appropriate] |
| Authorised: Date: |

# Document Owner and Approval

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

Signature: Date: 25/05/2019

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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