**Appendix C – Agreed update to Job Description**

**The following changes to this Job Description have been agreed by the Manager directly responsible for the Post Holder and validated by the Departmental Director.**

**The Manager must be satisfied that the changes he/she is agreeing to are genuine and commenced prior to the introduction of Vacancy Controls on 1 May 2014. They have been undertaken as a substantive part of this post for a period of no less than 2 years. Any changes must be evidenced.**

**The changes are for matching purposes only.**

**Title of Post Post Holder**

**Manager**

|  |  |
| --- | --- |
| **JOB FUNCTION AND MAIN PURPOSE OF POST** | **Period of time undertaken/dates** |
| **CHANGES: -** |  |

**Title of Post Post Holder**

**(cont’d)**

|  |  |
| --- | --- |
| **JOB DUTIES AND RESPONSIBILITIES** | **Period of time undertaken/dates** |
| **CHANGES: -** |  |

**Please tick as appropriate:**

|  |  |
| --- | --- |
|  | **I confirm that I have reviewed the job description issued and that any changes detailed above are a true and accurate reflection of this post and have been undertaken substantively for periods as outlined above prior to the introduction of Vacancy Controls on**  **1 May 2014.** |
|  | **Or:** |
|  | **I confirm that the job description issued accurately reflects the duties of my substantive post.** |

**I understand that this information will be used in the procedure for filling of posts in the new Council.**

**Post holder’s signature Date**

**Head of Department/Director’s signature Date**