

How to Read a Job Description: Job Titles

You can gain a lot of information just from looking at a job title. You can make an initial judgement if the role meets your skills and experience.

- Roles and Responsibility: “Sales Manager” suggests managing a sales team and driving sales efforts.
- Skills and qualifications: “Certified Accountant” requires a specific qualification.
- Seniority Level: “Junior”, “Team Lead” or “Director” indicate the level of experience and authority.

Entry Level/Trainee

Look for entry level/trainee roles if you have little to no experience in the sector you’re hoping to work in.

Certain keywords can indicate that a position is entry level:

Junior

Associate

Graduate

Assistant

Trainee

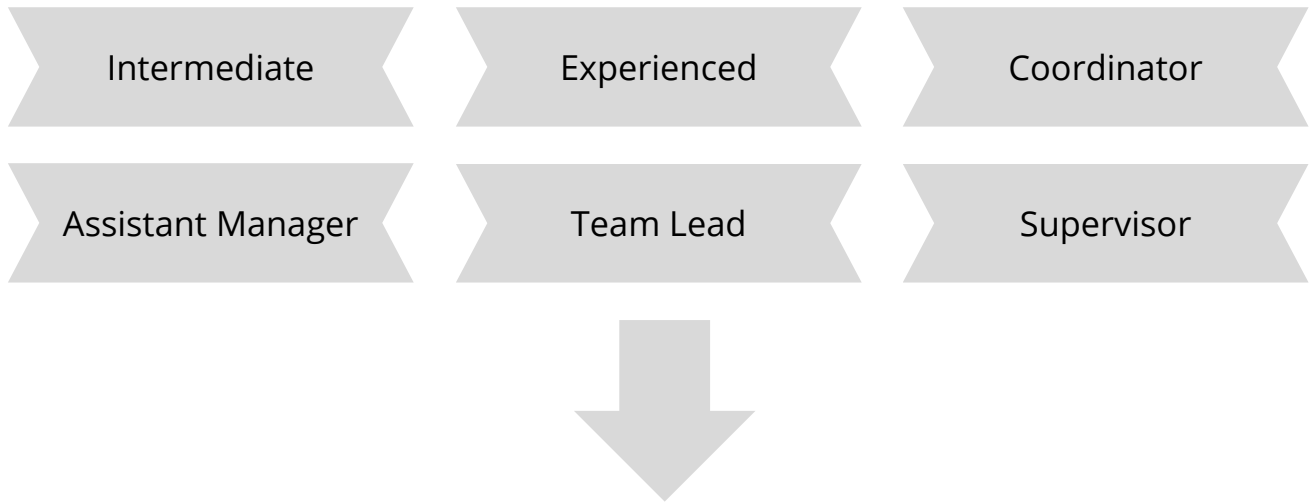
Apprentice



Mid-Level

Mid-level roles require several years of experience in the field and are a step-up from entry level.

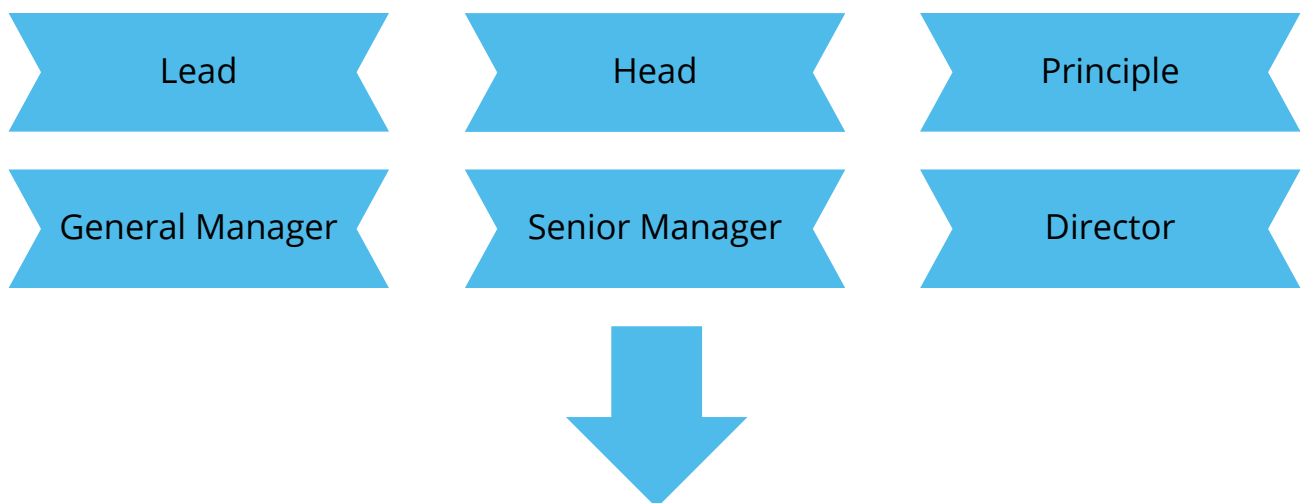
Certain keywords can indicate that a position is mid-level.



Senior

Look for Senior roles if you have had significant experience working in that sector. Senior roles often require leadership skills, overseeing projects and mentoring junior members of staff.

Certain keywords can indicate that a position is senior.



Executive

Executive roles are high-level with lots of responsibilities to make strategic decisions and lead the organisation.

Certain keywords can indicate that a position is mid-level.

Managing Director

Chief Executive

Chief Officer

President

Things to consider when reading job description:

What will you be doing day-to-day?

Do they have a disability and inclusion statement?

Is it a place you would like to work and do it's values align with yours?

Do you meet the minimum criteria?

Have they specified any qualifications?

What's the closing date?

What's the salary?

What are the working hours?

How will you travel to and from work?

Understanding Criteria

“Have the ability to learn xxxx”

This phrase indicates that the employer is looking for someone who can grasp new concepts or skills related to a specific area. It suggests that while you may not currently possess the skill, you have the potential and willingness to learn it.

“Good working knowledge”

This means you should have a solid understanding and practical experience with a particular tool, process, or subject. You should be able to use it effectively in your daily work without needing extensive guidance.

“Proven experience”

This phrase indicates that you need to have demonstrable experience in a specific area. Employers expect you to provide examples or evidence of your past work that shows you have successfully performed tasks or roles related to the skill or criteria.

“Proficient in [software/tool]”

You should have a high level of competence with a specific software or tool, and be able to use it efficiently and effectively.

“Strong analytical skills”

You should be able to analyse data, identify trends, and make data-driven decisions. This often involves using tools like Excel, SQL, or data visualization software.

“Basic communication Skills”

This level involves understanding and following simple instructions, and conveying basic information clearly.

“Good communication skills”

You should be able to effectively participate in conversations and meetings, providing clear and concise information. This includes writing coherent emails, good listening skills and the ability to give appropriate feedback.

“Excellent communication skills”

You should be able to convey information clearly and effectively, both verbally and in writing. This includes listening, presenting, and writing reports or emails.

“Ability to work under pressure”

You should be able to maintain performance and meet deadlines even in stressful situations.

“Team player”

You should be able to work well with others, contributing to team goals and supporting colleagues.

“Attention to detail”

You should be meticulous and thorough in your work, ensuring accuracy and quality.



What if I don't meet the criteria for a role I like the look of?

Review the job description and identify the skills or qualifications you lack.

Your ESO can help you develop an action plan to gain the necessary skills. This could include online courses, workshops or self-study.

Look for opportunities to practice the new skills. This could be through volunteer work or work experience. Your ESO will help you find a suitable placement.



If there are only one or two small duties you're unsure about, don't let that stop you from applying. Seek clarification during the interview process and discuss any flexibility in the role or available training. Emphasise your strengths and focus on what you can bring to the role.