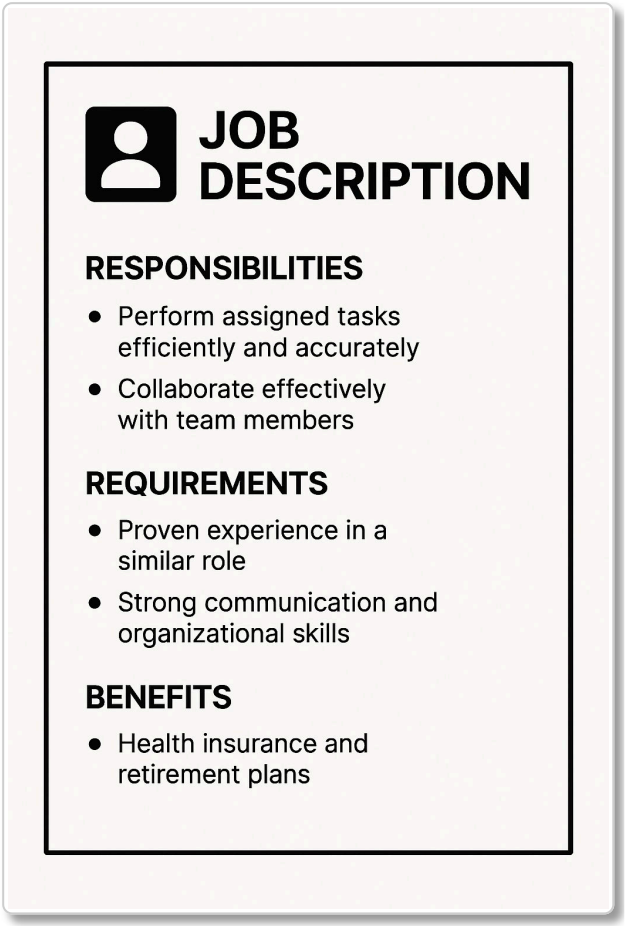
Job Detail

Feature

Define roles with clarity, align expectations, and build a strategic workforce foundation

Epic's **Job Detail** feature transforms how organisations define, manage, and communicate role expectations—combining structured input with powerful AI-generated outputs that elevate clarity, consistency, and strategic alignment.

Whether you're building a vacancy notice, refining internal role descriptions, or supporting performance reviews, this feature uses the job title (and any provided context) to instantly generate rich, professional-grade content—saving time while enhancing quality.



Key Functions

- AI-Generated Role Profiles: Simply enter a job title, and Epic's AI engine produces a full draft job description—complete with responsibilities, required skills, qualifications, and reporting lines. Add context (e.g. department, seniority, location) to tailor the output even further.
- Structured Role Management: Administrators can edit, refine, and organise job details across the organisation—ensuring consistency and easy access for HR, leadership, and team leads.
- Multiple Report Formats Generate:
- Full Report: Ideal for internal documentation or vacancy notices
- Reduced Report: Includes job title, description, and responsibilities—plus a signature section for approvals
- Single Item Report: Focused layout for individual postings or role-specific reviews
- Career Progression & Audit Trail: Maintain a centralised repository of job profiles, enabling career mapping, role comparisons, and historical tracking for audits or restructuring.
- Cross-Functional Clarity: Ensure everyone—from new hires to senior leaders—understands what each role entails, how it contributes, and where it fits within the broader strategy.
- Mobile App Enabled: Access and manage job details on the go—perfect for HR teams, recruiters, and managers working across multiple sites.