

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.



JOB DESCRIPTION

RESPONSIBILITIES

- Perform assigned tasks efficiently and accurately
- Collaborate effectively with team members

REQUIREMENTS

- Proven experience in a similar role
- Strong communication and organizational skills

BENEFITS

- Health insurance and retirement plans

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.