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Hitachi Solutions Europe

G-Cloud 15 Service Definition Document

AI Job Description and Role
Profile Generator

AI Job Description and Role Profile Generator

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What the service is, what you get, and the benefits

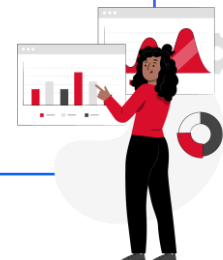
Service Description

Design and implement an artificial intelligence tool to draft job descriptions and role profiles from structured inputs. We capture role requirements, standardise language and competency frameworks, and add approval workflows. Deliver a secure generator with templates, audit logs and guidance to improve quality, consistency and speed.



Service Features

- Requirements capture for duties, skills, behaviours and grades.
- Templates aligned to organisation standards and competency frameworks.
- Draft generation with consistent structure, tone and plain English.
- Controls to avoid biased or discriminatory language.
- Approval workflow with edits, comments and version history.
- Role library for reuse and controlled updates.
- Integration with recruitment systems and document storage.
- Security controls for role data and restricted access.
- Audit logs for changes, approvals and generated outputs.
- Training, guidance and continuous improvement backlog.



Service Benefits

- Reduce time spent drafting job descriptions and profiles.
- Improve consistency across roles using standard templates.
- Reduce bias by prompting inclusive, compliant language.
- Increase quality through structured approvals and version control.
- Support workforce planning with reusable role libraries.
- Improve candidate understanding with clear, plain English roles.
- Reduce rework by capturing requirements correctly first time.
- Support audit with documented approvals and change history.
- Integrate into existing recruitment and document workflows.
- Enable continuous improvement using feedback and usage insights.



AI Job Description and Role Profile Generator

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Create clear, consistent job descriptions faster, with built-in governance



What this service is for

Turn structured role inputs into approved, reusable role profiles

Hiring teams often start from scratch, copy older roles, then spend weeks editing. This service designs and implements an AI tool that drafts job descriptions and role profiles from structured inputs, so teams stop reworking the same content and can focus on getting the role right.

We standardise language and competency frameworks, then add approvals, version history and audit logs so every change is traceable and controlled. The result is a secure generator that supports consistent, plain English role content across the organisation.

Key outcomes: Faster role drafting | Consistent templates | Controlled approvals | Reusable role library | Audit-friendly change history



Why this service is useful

Improve quality and consistency without adding bureaucracy

When role profiles vary by team, candidates get mixed messages and hiring managers spend time debating wording rather than requirements. This service helps you capture duties, skills, behaviours and grades once, then generate drafts in a consistent structure and tone.

It also supports fairer hiring by adding controls to avoid biased or discriminatory language, plus documented approvals and version control. That gives HR and leaders confidence that role content is consistent, reviewed, and easy to evidence when challenged.

Common triggers: Recruitment delays from slow drafting | Inconsistent role profiles across teams | High rework from unclear requirements | Bias and compliance concerns | Role redesign and regrading activity | Need for stronger audit trails



Why this service is different

Evidence-led controls, practical workflows, and reuse at scale

We focus on the everyday friction: chasing inputs, aligning wording, managing approvals, and keeping versions straight. Instead of a “black box”, we design templates, workflows and guardrails so users can see what changed, why it changed, and who approved it.

The service is assurance-ready by design: restricted access for role data, audit logs for generated outputs, and a role library for controlled updates. Integrations with recruitment systems and document storage are included where required, so the tool fits how teams already work.

Differentiators: Governance built in, not bolted on | Clear approvals and version history | Bias-aware drafting controls | Reuse through a role library | Integration where required

AI is a hot topic in UK Government, but few departments are scaling it.



Find the user needs,
pain point and
expected benefits



Rapid build, test,
iterate cycles



Utilise current tools
and licencing



Secure by design,
AI playbook and
standards aligned



Manage and
enhance in house



Support with
change and
adoption

AI Job Description Generator

HR compliance	Success metrics	Veteran scheme
Capability frameworks	Civil Service Commission	Equal opportunities

Departmental Strategies and Targets

Diversity, Inclusion & Wellbeing Strategies	People strategies	
Annual efficiency targets	Corporate Priorities	AI Action Plans

I want to hire a human service

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End-to-end process: Joiners, Leavers, Movers



I need to get approval for a role



Write a job description



Create a recruitment pack



Ask questions to support the creation
of job description and pack



Ensure compliance with Civil Service
Commission principles



Review CV's and applications

I want to create a job description

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End-to-end process: Draft, approve, publish, re-use



Write a job description

Open the Job Description and Role Profile Generator

Access the generator using your organisation's approved route and sign-in.



Start from a role template or an existing role

Select the right template aligned to your organisation's standards and frameworks.



Capture structured role requirements

Enter duties, skills, behaviours and grade so requirements are clear first time.



Generate a first draft in consistent, plain English

The tool produces a structured role profile with a consistent tone and format.



Review and refine with built-in controls

Edit content, add comments, and apply controls to avoid biased language.



Route for approval and publish with audit history

Approvers review changes with version history and audit logs, then publish to the role library and share into recruitment and document workflows.

AI Scaling Approach



AI Ignition

2 days

AI Kickstart

Education on AI and Envisioning on how it can be applied to **solve your business problems.**

5 days

AI Design Sprint

Align business stakeholders and **prove value of the use case** with an AI prototype tested with end users.

3 weeks

AI POC

Understand technical considerations and deliver an initial AI Proof of Concept to **prove the feasibility of the use case.**

AI Launch

8-12 weeks

Convert a proven POC into a secure, monitored, production-grade AI service, setting-up the core components of the Data & AI platform.

Test and Roll-out to your business and **drive adoption.**

AI Scale

Long term

Scale your AI implementation and ensure alignment with business needs.

Implement the governance framework to support AI.

Business Benefits

Hitachi Enabling Services

Advisory / Design Thinking

Technical expertise

Technical expertise

Change & Adoption

Advisory and UCD

Change & Adoption

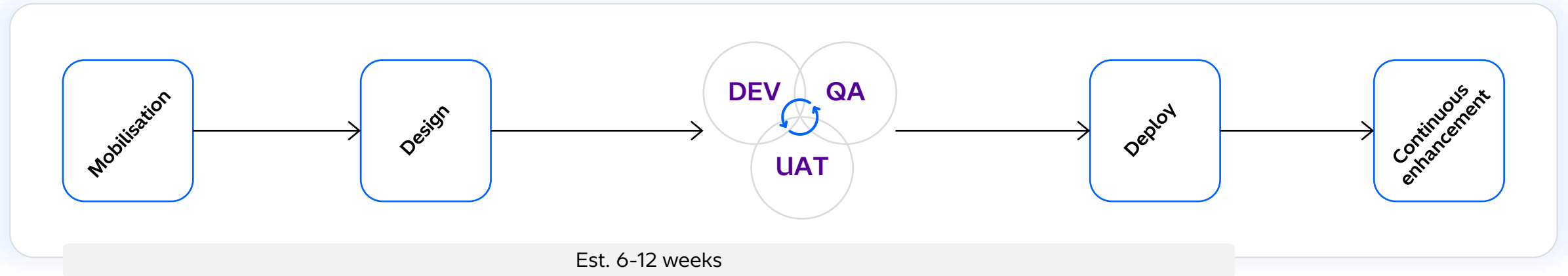
Lifetime Services

Technical expertise

Agile Build Approach: AI Job Description Generator

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AI scaling approach: AI Ignition → AI Launch → AI Scale



Mobilise (AI Ignition)

Confirm scope, users and ownership for the generator. Agree success measures, governance touchpoints, and how approvals and version history will work. Gather role templates, competency frameworks and example roles. Where required, confirm access controls, retention and audit logging needs, plus integration points with recruitment systems & document storage.

Design (AI Ignition)

Design the templates and structured inputs (duties, skills, behaviours, grades) so requirements are captured clearly first time. Prototype the output format in plain English, then agree the approval workflow, roles and permissions. Define bias and language controls, acceptance criteria, and what must be recorded in the audit trail (where required).

Outputs: Templates and standards mapping | Structured input model | Workflow and approval design | Acceptance criteria

Build + QA + UAT (AI Launch)

Configure the generator to produce consistent job descriptions and role profiles from structured inputs. Implement templates, role library, approvals, comments and version history. Add controls to reduce biased or discriminatory language. Test for structure, clarity and usability with HR and hiring managers, and run QA checks for access control and audit logging (where required). Refine based on feedback before UAT sign-off.

Outputs: Working generator | Configured templates and role library | Test evidence and fixes | UAT sign-off pack

Deploy (AI Launch)

Release to the agreed user group with clear guidance on how to capture inputs, review drafts, and route approvals. Configure access and permissions, publish templates and role library updates, and confirm audit logging and reporting (where required). Run short training and support early use to reduce rework and drive adoption.

Outputs: Go-live and rollback plan | Training and user guidance | Published templates and role library | Handover pack

Continuous Enhancement (AI Scale)

Monitor usage and feedback, then improve templates, guidance and controls through a prioritised backlog. Hold regular check-ins to review quality, consistency and audit findings (where required). Deliver changes in small releases with clear version history and decision records for material updates (where required).

Key themes

Designed for fair, consistent shortlisting

Bias and Fairness

Ensuring equitable, accountable and inclusive AI-driven candidate evaluation by actively reducing bias at every stage.

**Bias Reduction
through Data Cleansing**

**Bias Mitigation
through Attribute Exclusion**

**Fairness Monitoring
and Oversight**

Inclusive Evaluation Design

Data privacy and compliance

Protecting candidate data with strict privacy controls and full regulatory compliance throughout the evaluation process.

Data Minimisation

Access Management

Robust Safeguards

**Data Retention and Lifecycle
Management**

Model Transparency and Effectiveness

Delivering transparent, consistent and fair scoring with continuous monitoring to ensure trusted decision-making.

**Transparent Scoring
Methodology**

Consistency and Auditability

**Performance Monitoring and
Continuous Improvement**

**Bias Detection and Ethical
Testing**

The Hitachi logo is displayed in a bold, white, sans-serif font in the top right corner of the image. The background of the entire slide is a photograph of a grand, multi-story classical building with a curved facade, many windows, and a balcony with a black wrought-iron railing. A large Union Jack flag is flying from a pole on the right side of the building. The overall tone is professional and official.

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Hitachi Solutions Europe

UK Government Overview

Hitachi Solutions for the UK Government

HITACHI

Our **vision** is to be government's partner of choice for the design and delivery of **sustainable, human-centred, Microsoft Solutions and digital services**.

Human-centred Services

Every service starts with people and how technology can make their day simpler.

+

Deep Microsoft Expertise

Hitachi Solutions is dedicated exclusively to the Microsoft ecosystem.

+

Emotionally Aware Delivery

Our former civil servants bring deep understanding and cultural alignment.

=

+

One Hitachi

Hitachi Solutions is part of Hitachi, Ltd., one of the world's largest and most respected organisations.

Sustainable government transformation.

Human-centric by default.

Powered by Microsoft.



Our Credentials

HITACHI

Microsoft



Microsoft global Government and Finance
Partner of the Year 2025

Microsoft Partner of the Year 2025 Finalists in
Build and Modernise AI Apps, Dynamics 365
Supply Chain, Dynamics 365 Sales and Customer
Insights, and Low Code Application Development

22 Years in **Microsoft's Inner Circle**
(including 2025)

Microsoft Solutions Partner across AI Business
Solutions, Cloud and AI Platforms and Security
with **18+ specialisations**

Industry



Keystone member of the **Government Digital
Sustainability Alliance**

Crown Commercial Service Supplier

Cyber Essentials Plus Certified

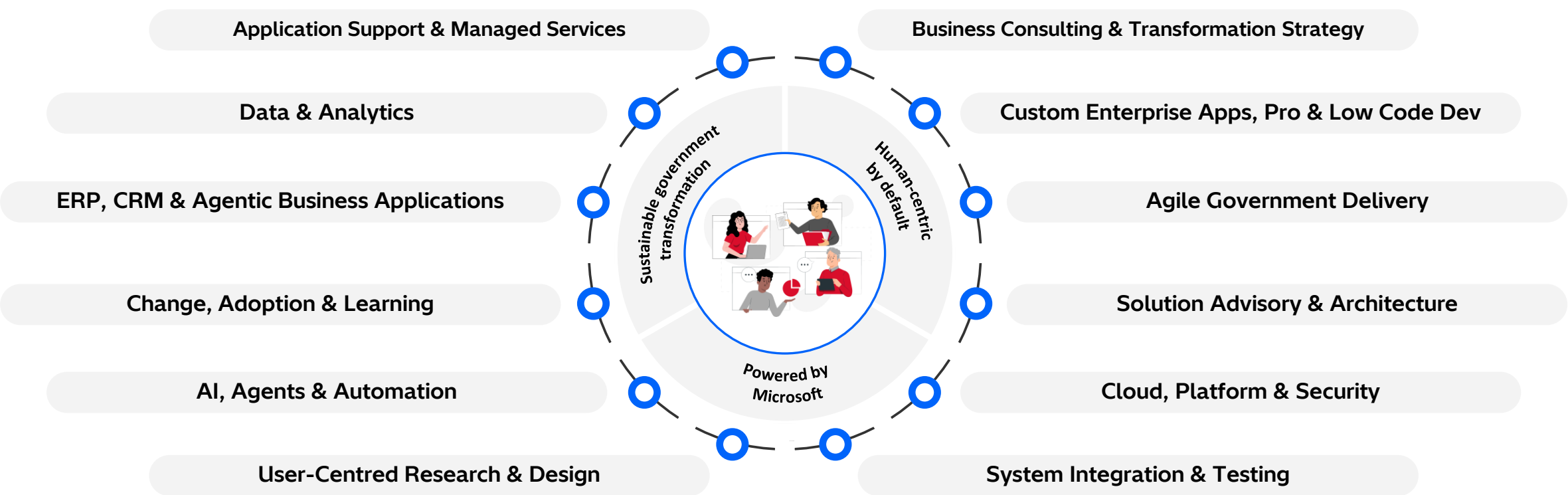
ISO-certified across Quality, Environment, Service,
Business Continuity, Information Security, and
Privacy Management

Recognised in the **Smarter Working Live Awards**
for our regulatory services Customer Experience
work with the Environment Agency

Our Services and Expertise

HITACHI

Sustainable business transformation through tailored advisory, consulting, and technology solutions.



Our Clients

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"Hitachi Solutions brings substantial digital expertise to the table, complementing our robust business experience. Their insights have been instrumental in identifying opportunities for enhancement and accelerating our initiatives."

Gillian Pratt

Deputy Director Future Regulation
at Environment Agency



"Hitachi Solutions brought in a great project team who we kept for the full duration; they engaged with The Royal Mint side of things very effectively. It really felt like they were part of our own team."

Richard Hobbs

CIO The Royal Mint



"Hitachi Solutions bring the innovation, space and expertise needed to deliver digital transformation at a pace that is needed."

Andy MacDonald

Director of Customer Services,
Aberdeen City Council



"Hitachi Solutions were really good to work with, expertly turning our processes into slick system functionality. Their patience, understanding and "one team" approach to this project facilitated a free-flowing, inclusive environment. Hitachi Solutions' expert technical teams have delivered a great user experience, employing creative thinking to deliver to our often complex requirements."

Daniel Saward

OIA Head of Digital Technology



"DHSC collaborates closely with Hitachi Solutions LTS, emphasising the significance of our enduring partnership characterised by collaborative teamwork and mutual trust. Operating with a framework of high trust and capability, Hitachi Solutions ensures the delivery of quality and excellence to DHSC. Hitachi Solutions should be very proud of their track record in DHSC."

Bryan Rayner

Head of IT Business Systems



"Right from the start, we recognised in Hitachi Solutions a potential partner that would listen to us and really recognise the value of what we were trying to achieve, the lifesaving benefits of what we were trying to build and support."

Alex Duncan

Chief Technology Officer



Centre for Environment
Fisheries & Aquaculture
Science



Department
for Environment
Food & Rural Affairs



Valuation Office
Agency



HM Revenue
& Customs



Rural Payments
Agency



City of Westminster



Homes
England



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA



UK Export
Finance



Forestry and
Land Scotland
Coilltearachd agus
Fearann Alba

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