

Appendix 4 - Guidance on Creating a Job Description and Template Job Description

A job description is an outline of the main duties and responsibilities of the post. It should help to prepare the job advertisement and is useful to send to potential candidates and in setting objective criteria for shortlisting and selection.

A job description should be clear, concisely written, up-to-date, and accurately reflect the duties to be performed. It should set out the responsibilities, objectives and relationships associated with the post. Duties should relate to the business objectives of the Department / Division / Trust.

As a minimum it should include:

- Post Title (this should be referred to in the advert, person specification and contract of employment etc.)
- Pay Band (in the case of non-medical posts - as determined by Agenda for Change)
- Department / Location
- Lines of responsibility
- Post summary / overall purpose of the role - this should be relatively brief but contain the key elements of the role
- Risk assessment
- Principal duties / responsibilities
- Requirements to adhere to Trust Policies and / or Procedures, e.g. Health and Safety at Work, Equal Opportunities, etc.
- Other Duties - This could include a statement that the postholder 'may be required to undertake such other duties and training and / or hours of work as may be reasonably required to be consistent with the general level of responsibility of the post.'
- Confidentiality - Include a clause stating that it is a condition of employment that confidential information which may be obtained in the course of duty must not be disclosed.
- Variations - A statement should be included to state that the Trust reserves the right to vary the content of the job description, after consultation, to reflect changes to the role and / or service developments.
- At the end of the job description there should be the name of the person(s) who prepared it, who approved it and the date it was produced / amended / reviewed.

Template Job Description

Post Title:

XXXX (This should be referred to in the advert, person specification and contract of employment etc.)

Term of contract (if appropriate):

XXXX

Pay Band:

Band X Agenda for Change

Hours:

XXXX

Location / Department:

XXXX

Accountable to:

XXXX

Reports to:

XXXX

Key Working Relationships:

Internal

XXXX

External

XXXX

Liases with:

XXXX

Risk assessment:

XXXX

Job Purpose:

XXXX (Post summary / overall purpose of the role - this should be relatively brief but contain the key elements of the role.)

Key Duties:

XXXX

Standard Clauses:

The purpose of this post should remain constant, but the duties and responsibilities may vary over time within the overall role and level of the post. The post holder may from time to time be asked to undertake other reasonable duties. Any such changes will be made in discussion with the post holder in the light of service needs.

Competence

The post holder is responsible for limiting his / her actions to those which s/he feels competent to undertake. If the post holder has any doubts as to his or her competence during the course of his / her duties then s/he should immediately speak to their line manager or supervisor.

Codes of conduct

All employees of the Trust who are required to be registered with a professional body, to enable them to practise within their profession, are required to comply with their code of conduct and requirements of their professional registration. Those staff who are not required to be registered with a professional body are required to comply with the Trust's codes of conduct.

Confidentiality

The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Service business.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992) and all relevant Trust Health and Safety Policies and Guidance. This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Infection Control

Employees must accept personal responsibility and accountability for Infection Prevention and Control practice. Employees should ensure they are familiar with, and comply with, all relevant Infection Control policies for minimising the risk of avoidable 'Health Care Associated Infection'. All Employees must undertake annual mandatory updates in Infection Control.

Risk Management

It is a standard element of the role and responsibility of all employees of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, taking appropriate actions, and reporting all incidents, near misses, and hazards promptly. It is a contractual obligation that all employees must co-operate with any investigations undertaken.

Children and vulnerable adults

You have a responsibility for promoting and safeguarding the welfare of the children / young people / vulnerable adults that you come into contact with or are responsible for in your job role and sphere of competence.

Disclosure and Barring Service

The Trust aims to promote equality of opportunity for all, with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes, only when the conviction is relevant. As the Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Postholders may periodically be asked to undertake a re-check.

The Trust is legally required to check all staff against the Disclosures and Barring Services Children's and Vulnerable Adults barring lists if they engage in what is defined as "Regulated Activity" or "Controlled Activity": Regulated Activity is defined as working closely with children or vulnerable adults, paid or unpaid, on a frequent or intensive basis. Controlled activity is work that provides opportunities for contact with children or vulnerable adults.

Equality and Diversity

The Trust promotes policies and practices that challenge discrimination, promote equality, respect individual needs, preferences and choices, and protects human rights. The Trust has a clear commitment to equality for all in employment practices based on an applicant's ability, skills and aptitude for the post. A range of equality & diversity policy initiatives are in place and all successful applicants are expected to familiarise themselves with these. It is therefore the duty of every employee to comply with the detail and spirit of these policies and the law at all times. Any issues or concerns you have should be taken up with your manager or the human resource team as soon as possible.

Dignity

All employees must treat each person as an individual, offering a personalised service respecting people's dignity and modesty at all times.

Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients and its care meet the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any member of staff to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

Post Holder's Signature:.....

Name: **Date:**

Manager's Signature:.....

Trust Policy



Worcestershire
Acute Hospitals
NHS Trust

Name:

Date:

Patients | Respect | Improve and innovate | Dependable | Empower

Taking PRIDE in our healthcare services