**Appendix E**

**Example Job Description/ Person Specification Template**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| JOB DETAILS | |
| Job Title  A4C Band  Hours of Work  Directorate  Location  Accountable to  Key Relationships | Required to work at any location at any time throughout the duration of their contract within the RDaSH footprint, or set out under terms of their contract. Travel outside the RDaSH footprint may also be required. The base for this role at the time of advertising will be [INSERT LOCATION]. |

|  |
| --- |
| 1. **JOB SUMMARY**   An overarching summary of the job role. Usually no more than 2 to 3 sentences |
| 1. **SCOPE AND RANGE**   Specify the key objectives of the role. This will usually be a small number of points |
| 1. **ORGANISATIONAL STRUCTURE/ KEY WORKING RELATIONSHIPS**   To include a diagrammatical summary of the structure of the Team including management of the post, and any roles that the post holder will have line management responsibility for |
| 1. **MAIN DUTIES AND RESPONSIBILITIES**   A list of all regular duties undertaken by the post holder, taking into account the 16 factors of the NHS Job evaluation process.  All duties should be clear of level of responsibility the post holder will have for each task  This section can be split into subheadings in order to structure the duties of any complex posts.  To include, where appropriate, specific reference to duties under the following headings:   * Clinical Duties/ Responsibility for Patient Care * Staff Management * Policy/ Service Development * Research and Development * Financial Responsibility |

**JOB STATEMENT:**

**Infection Control**

Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice.

**Learning and Development**

As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in the PDR processes in line with Trust policy and guidance.

**Health and Safety**

As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

**Dignity at Work Statement**

We are committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Bullying and Harassment Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

**Safeguarding Children and Vulnerable Adults**

All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to Trust safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

**PERSON SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Essential | Desirable | Assessment |
| Qualifications |  |  |  | A/I |
| Experience |  |  |  | A/I |
| Knowledge |  |  |  | A/I |
| Skills/ Abilities |  |  |  | A/I |
| Values | * Passionate * Reliable * Caring and Safe * Empowering and Supportive of Staff * Open, transparent and values * Progressive | ✓  ✓  ✓  ✓  ✓  ✓ |  | I  I  I  I  I  I |
| Additional Requirements |  |  |  | A/I |

This job description reflects the immediate requirements and objectives of the post. It is not an exhaustive list of duties but gives a general indication of the work undertaken which may vary in detail in light of changing demands and priorities.

**This job description is subject to review and amendment, in consultation with the post holder, to meet service and organisational requirements.**