**Job Description**

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| **Job Title:** | Please remember to remove all areas highlighted in yellow |
| **Base:** | Site location, i.e. Great Western Hospital or Melksham Community Hospital |
| **Grade:** | Band X |
| **Reporting to:** | Position title, not person’s name |

**Our Values**

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

**Service** We will put our patients first

**Teamwork** We will work together

**Ambition** We will aspire to provide the best service

**Respect** We will act with integrity

**Main Purpose of the Job**

This should be a concise summary of why the job exists – preferably in just one or two sentences. It should convey a broad picture of the job and give an immediate understanding of the role. Bullet points and numbering **must not** be used in this section.

**Main Responsibilities and Duties**

1. The aim of this section is to give the reader a clear understanding of what the job involves by listing the main activity areas, rather than every detail of the job. The responsibilities should be listed in a logical order using the numbering system provided.
2. Try to define each activity in terms of what the post holder is expected to achieve (outputs). The emphasis should be on what gets done rather than what workers do, as this gives a far more effective description and leaves far less room for ambiguity.
3. Use verbs – active doing words - such as plan, prepare, produce. Describe what is done as succinctly as possible and briefly state the purpose in terms of outputs or standards to be achieved. Be realistic; do not exaggerate the status of the job or its duties. If a job task is performed under supervision this should be clearly stated. Any deadlines to work to should be included, or at least acknowledged in the job description.
4. A numbered list should be used as in the format of these instructions.
5. Remember to include any relevant information relating to patient care, responsibilities for staff and training, budgetary responsibility, and any other factors, in the non-numbered sections at the bottom.
6. Further information about the Job Description template is available on the Intranet.

**Patient Care**

This section can be removed if the post will have no responsibilities for patient care.

**Budget Responsibilities**

Please specify whether the post holder will be responsible for a budget; if so, specify the number of budgets.

**Responsibilities for People or Training**

Include responsibilities for line management, training, CPD, and any other related aspects of the role.

**Other Factors**

This section can be removed if there are no other factors.

**Flexibility**

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only.  The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

**Supplementary Information**

This job description should be read alongside the Supplementary Information provided on NHS Jobs for applicants and alongside the Employee Handbook for current staff members.

**Person Specification**

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The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

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| **Criteria** | **Essential** | **Desirable** |
| **STAR Values** | We will expect your values and behaviours to reflect the STAR Values of the organisation:  **Service** - We will put our patients first  **Teamwork** - We will work together  **Ambition** - We will aspire to provide the best service  **Respect** - We will act with integrity |  |
|  | | |
| **Education, Qualifications and Training** | * Each separate item must be listed on a separate row with a bullet point. * Use the phrase “or equivalent experience” where required. | * Is it necessary to undertake further educational qualifications or training? * What qualifications are required to undertake the role? * Do qualifications require registration? |
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| **Experience** | * You are not permitted to state a length of time that someone must have worked in a particular job or role. Instead use terms such as ‘significant experience’ or ‘some experience’. * Focus on what you need them to have done and what sort of experience could be transferred from another job. | * Often it is experience of particular tasks, projects or activities that is desirable – these should be included here. |
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| **Knowledge and Skills** | * There might be particular legislation, good practice, or guidance that applicants need to know about. While it might be reasonable to say that some knowledge is essential, you should also consider whether it would actually be acceptable for the person to pick up the knowledge required within a short time of starting work. * Could you use a phrase such as: “A good standard of written and spoken English is required to be able to undertake the relevant duties.” | * Be as precise as possible and try to identify the level required. For instance rather than “good communication skills” try to be a little more specific, for example “the ability to write clear and concise management reports” or the “ability to prepare and deliver presentations to a group of people”. Another one might be the ability to communicate complex or sensitive information about well-being to anxious patients and relatives. |
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| **Other**  **Job-Related Requirements** | * Willing to work in other areas of the Trust or Trust-wide as and when required to do so. | * The statement on the left must appear in all job descriptions. |