**Agenda For Change Job Description Template**

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| 1. **JOB IDENTIFICATION**   **Job Title:**  **Responsible to:**  **Department:**  **Directorate:** |
| **2. JOB PURPOSE** |
| Use this section to describe the core functions of the role in around 40 words – *see sample job description* |
| **3. ROLE OF DEPARTMENT** |
| Use this section to describe the function of your department and its broader function within NHSGGC. You should provide detailed information on the department – patient range, staff numbers, aims and objectives and provide detailed information on the Directorate/CHCP/CHP/Regional Service in which it sits |
| **4. ORGANISATIONAL POSITION** |
| Insert the appropriate organisation chart for the role here |
| **5. SCOPE AND RANGE** |
| Use this section to describe the scope and range of responsibility for both the service and the role |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| Use this section to list all the duties and responsibilities specific to the role in order of priority or frequency with the most important or most frequent duties and responsibilities first. |
| **7a. EQUIPMENT AND MACHINERY** |
| Use this section to list all the equipment and machinery the post holder will be required to use. |
| **7b. SYSTEMS** |
| Use this section to list the systems the post holder must use and the processes and policies they must follow |
| **8. DECISIONS AND JUDGEMENTS** |
| Use this section to list level of responsibility the post holder will have in the decision making process, their accountability, the justification required for these decisions and the judgement method required (e.g. evidence based practice) |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| Use this section to describe the communication network of the position and to list the key internal and external relationships. |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Use this section to describe the physical, mental, emotional and environmental demands of the role – *see sample job description* – and then list in detail each individual aspect (Try to avoid using phrases and terminology that can be perceived as negative or may be off putting to candidates) under the following headings:-   |  |  |  | | --- | --- | --- | | * Physical skills | * Physical demands | * Mental demands | | * Emotional demands | * Working conditions |  | |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| Use this section to list or outline where the post holder is likely to be challenged by the role |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| List the criteria required under two headings – Essential and Desirable. Be mindful that these are the criteria you must use for shortlisting, interviewing and to justify your appointment decision. If you are **in any doubt** about the suitability of your criteria consult your Human Resources Team. You may provide a separate person specification if you wish. |