

AGENDA FOR CHANGE

DEVELOPMENT OF JOB DESCRIPTIONS

This guideline provides a flowchart to outline the process for the updating/development and agreement of job descriptions, and includes two separate formats of job description templates and guidance notes. The Scottish Pay Reference and Implementation Group (SPRIG) have commissioned this work in order to ensure that job evaluation across NHS Scotland is consistent, avoids duplication and maximises the efficiency of the resources available for pay modernisation.

A set of Core NHS Job Description templates is available, developed by the Scottish pilot sites, which should be used by local systems to facilitate the development of consistent job descriptions. These should be used for similar posts within your area and can be adapted to include local information as required, and/or where significant variations to the core responsibilities/skills exist. A blank template for Unique/Individual posts has also been developed to assist in the job description process. It is anticipated that the core job description templates will be available week beginning 18 October and these will be issued by staff group. They will be available to Project managers and Job Evaluation Leads across NHSScotland on CD ROM by contacting Caroline Nicol, Project Administration Lead in the Agenda for Change Office. E-mail: caroline.nicol@scotland.gsi.gov.uk.

