



SCOTTISH EXECUTIVE

Health Department
Directorate of Human Resources

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Our ref: HUP 3/1/10

CC: SPRIG Members
HRF members
Mark Butler, Director, SEHD, Directorate of Human Resources

7 October 2004

Dear Colleague

SPRIG agreed after much deliberation to support the service by issuing a template Job Description. This will ensure that aspects of the new NHS Job Evaluation Factor Plan, that may not be traditionally included within existing Job Descriptions, be included for the purposes of matching. The template should be considered as guidance.

It has also been agreed that Job Descriptions developed within the Project sites will be made available in various formats i.e. CD rom and also on the SHOW website. It should be again recognised that these are for guidance only and do not constitute standard job descriptions. It should be carefully noted that the job titles on these Job Descriptions may not necessarily reflect the job content of such a post in all the systems within Scotland.

It is not intended where systems are well advanced that existing work be dismantled, rather that they be examined and the template used to ensure that all new aspects of the Factor Plan are included. It is imperative that this should not detract in any way from staff participation and their signed agreement of their Job Descriptions.

Copies of the template and guidance notes are enclosed for ease of reference. They will also be available on the SHOW website.

Yours sincerely

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Ian Reid
Co-chair SPRIG

Gordon Wenham
Co-chair SPRIG

