

## **New Profiles Agreed**

Further to the letter sent in early August with additional profiles - at the meeting of the Joint Secretaries Group (JSG) on 18<sup>th</sup> September the following further profiles were agreed for publication.

### **BAND 2**

Biomedical Support Worker  
Clerk Typist/ Clerical Assistant  
Domestic Assistant (Higher Level)  
HR/Personnel Assistant (Recruitment)

### **BAND 3**

Physiotherapy Technician/ Clinical Support Worker Higher Level

### **BAND 5**

Practice Manager (Small Practice)

### **BAND 6**

Specialist Physiotherapist

### **BAND 8**

Professional Manager (IM & T)  
Specialist Registrar Podiatric Surgery

These should be added to the nationally agreed profiles in the Job Evaluation Handbook and those published subsequently on the Agenda for Change website.

We remain acutely aware of both the urgent need for early implementer sites to have as many nationally agreed profiles as possible and to be clear on which jobs can be evaluated locally.

There are a number of profiles currently under discussion which, if agreed will be released shortly for publication in the normal way. These include -:

- Assistant Director of Finance – awaiting final comments
- Catering Manager - awaiting final comments
- Dental Hygienist – under consideration
- Sexual Health Advisory Service Manager - awaiting final comments
- Switchboard Operator - awaiting final comments
- Dental Therapist - under consideration
- Practice Manager (Larger Practice) – being developed
- Theatre Nurse - - awaiting final comments
- Specialist Theatre Nurse - - awaiting final comments
- Hotel Services Manager - awaiting final comments

Additionally there are a few groups of jobs that are now being considered further, including -:

- ❖ Speech and Language Therapy – issues still to resolve
- ❖ Physiotherapy - awaiting final comments
- ❖ Pharmacists and Technicians – awaiting further JAQs
- ❖ Clinical Psychology – issues still to resolve
- ❖ Medical Technician Jobs – awaiting further JAQs
- ❖ Dental Technicians – awaiting final comments

We would hope they can be developed and agreed soon and available for use in Early Implementer sites.

A further number of individual jobs are also under discussion with a view to publication as soon as they can be agreed, namely -:

- ❑ Chaplain - issues to resolve
- ❑ Cytology Screener - issues to resolve
- ❑ Ambulance Technician - issues to resolve and testing to see if a higher level profile exists.
- ❑ ODP – issues to resolve
- ❑ Biomedical Scientist Section Manager – issues to resolve
- ❑ Optometrist – awaiting comments
- ❑ Finance Officer – Higher level – awaiting comments
- ❑ HR Personnel Assistant (recruitment) – awaiting comments
- ❑ Clerk typist/clerical assistant – awaiting comments

Thereafter to support the national roll-out process there are likely to be further profiles that have either:

a) been identified by the Job Evaluation Working Party as common across a number of Early Implementer sites

or

b) those that are naturally emerging as useful posts that would benefit from a national profile

To enable progress we understand that some jobs outside of those identified above will need to be evaluated locally in Early Implementer sites. However, if subsequently a national profile emerges through either of the above processes, and for an individual it would mean a band change, it has been agreed that employees in Early Implementer sites may request a review against their current post – even if they had exhausted the normal review process available. Where a match occurs with their current posts they would be entitled to move to the new band. This process will **only** be applied to staff in Early Implementer sites.

This process will support both achievement of transition in the Early Implementer sites and National Roll-out in the longer run.

Finally – we have become aware of late that individuals and or organisations are preparing job profiles unilaterally. There is a joint national process to prepare and agree profiles. We believe it is important, in order to maintain both partnership working and to ensure consistency, that the national joint process is followed. Writing job profiles without very detailed training is likely to be very unhelpful in terms of raising or lowering expectations of the payband outcome. Clearly this should not be happening and we urge that unilateral job profile production is actively discouraged.

**This information is a joint statement from the JSG 18<sup>th</sup> September 2003**