

NJC Job Evaluation Scheme Job Description Questionnaire



Please note that if the information requested below is not provided this request will be returned.

Job title:

School name:.....

Name of current post holder:

Reports to (job title):

Reason for Evaluation:

- Newly created post
 Restructure
 Significant change in duties
 Other (please provide further information):

.....

HR advice provided by:

.....

Declarations

This job description questionnaire provides a fair reflection of the duties and responsibilities of the job, the knowledge and skills to carry it out, and the demands placed on the jobholder.

Jobholder (if applicable)	Signature			
	Name		Date	

Line Manager	Signature			
	Name		Date	

Headteacher	Signature			
	Name		Date	

Job Profile

Please provide a brief description of the main purpose of the job.	
What are the main duties and responsibilities of the job?	
Please provide a maximum of 8 main duties and responsibilities	% of time

1. Knowledge

This covers all technical, specialist, procedural and organisational knowledge required for the job. Breadth, diversity and range of knowledge should be made clear here.

1. What kinds of knowledge are needed in order to perform the job competently?		
Type of knowledge	What knowledge and why is it needed?	Source of knowledge
Literacy		
Numeracy		
Procedural		
Equipment		
Administrative systems		
Organisational		
Specialist		
Other languages /cultures		
Other (please specify)		

2. Mental Skills

Mental skills include fact finding, analysis, problem solving and judgment skills. They also include creative and developmental skills, whether related to design, dealing with people or developing policies and procedures; as well as planning and strategic skills.

2.1 Please provide examples of two decisions the post holder makes on a regular basis.

1.

2.

2.2 What is the most important or difficult decision / recommendation made? How often would the post holder expect to take a decision or solve a problem of this type?

2.3 Describe the kinds of problems solved by the post holder regularly.

2.4 Give examples of any creative and developmental skills required.

2.5 If the job requires forward planning, give examples of how activities / projects are planned or organised. Please provide timescales for planning activities.

2.6 Other

3. Interpersonal and Communication Skills

Interpersonal skills involve developing some form of effective working relationship with others, influencing others, motivating a team or counselling an individual. Communication skills include oral, linguistic and written communication skills. They also include the skills required to communicate at different levels and to different audiences.

3.1 What interpersonal and communication skills are required to perform the job competently?	
Type of skill	Purpose / nature of skills and how they are used
Caring	
Training	
Team-working	
Motivational / team leading	
Advising / Guiding	
Persuading / influencing/ negotiating	
Advocacy	
Conciliation	
Counselling	
Oral (spoken) communication	
Written communication	
Presentation	
Other language /communication	

4. Physical Skills

Physical skills include manual dexterity, hand-eye co-ordination as well as sensory co-ordination. It is important to state the purpose of the skill, and whether there is a particular need for accuracy and speed.

4.1 List any task which requires particular co-ordination / precision and / or speed.

Task	What skill is required?

4.2 Is the post holder required to drive? If so, please state the type of vehicle used

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5. Initiative and Independence

Initiative and Independence considers the degree of autonomy given to the post-holder to take initiative, take independent actions and plan their own work.

5.1 How is the post holder managed?

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5.2 To what extent is the job guided by instruction / procedures / policies or precedents?

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5.3 What level of control does the post holder have over workload and priority of work?

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5.4 Give an example of a decision which can be made without reference to a manager.

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5.5 Give an example of a decision that would need to be referred to a supervisor or manager.

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6. Physical Demands

Physical demands covers all forms of physical efforts, including working in a constrained position. Please include information regarding the frequency and duration of physical effort required.

6.1 Please give details of any physically demands involved in your job.

Demand	Reason	Duration	Frequency

6.2 If lifting, is help available from anyone else?

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6.3 Does the post holder use a mechanical aid (e.g. sack barrow)?

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7. Mental Demands

Mental demands looks at how much the jobholder needs to concentrate and remain alert in their job. This includes the senses used, why they are used and for what length of time.

7.1 Provide examples of how the role requires the post holder to use their senses more than usual.

Activity	Reason	Duration	Frequency

7.2 Detail the level of concentration required to perform the job competently.

Activity	Reason	Duration	Frequency

7.3 Are there any work-related pressures arising from factors outside of the role holder's control? E.g. interruptions, inflexible deadlines, conflicting demands.

Activity	Reason	Duration	Frequency

7.4 Details of any other type of mental demands.

Activity	Reason	Duration	Frequency

8. Emotional Demands

Emotional demands arise from contact or working with other people. For instance, those who are angry, difficult, upset or unwell; or in circumstances which may cause stress to the jobholder, for example if the people are terminally ill, very frail, at risk of abuse or disadvantaged in some other way.

Verbal abuse, from whatever source, should **not** be included here, as it is considered under Working Conditions.

8.1 Give details of when the role brings the post holder into contact with people (other than immediate work colleagues) whose circumstances or behaviour cause emotional stress.

People involved	Cause	Impact	Frequency

9. Responsibility for People

Responsibility for people includes responsibilities for the physical, mental, social, economic and environmental well being of any people **other** than employees supervised or managed by the jobholder. These responsibilities may be in the form of providing personal service, advice and guidance; enforcing or implementing regulations including health and safety; or developing and implementing services.

9.1 Does the post holder have any DIRECT impact on the physical / mental / social / economic or environmental wellbeing of people (other than those directly supervised or managed)?

Task / duty / responsibility	Who is affected	How are they affected

9.2 Does the post holder implement or enforce any statutory regulations which have a direct impact on health, safety or well being of people.

Regulation	Impact on	Nature of impact

9.3 Does the post holder develop policies, or provide advice, guidance or interpretation of procedures or regulations which impact on the well being of people?

Regulation	Impact on	Nature of impact

9.4 Does the post holder have any other responsibilities for people?

Responsibility	Who is affected	How are they affected

Responsibility for Supervisions / Direction / Co-Ordination of Employees

This measures the direct responsibility of the job holder for supervision, co-ordination or management of employees and others in equivalent positions.

10.1 Does the job involve training or demonstrating work to other employees?

What training or demonstrating	Who	Frequency

10.2 Does the post holder supervise or manage any employees / trainees?

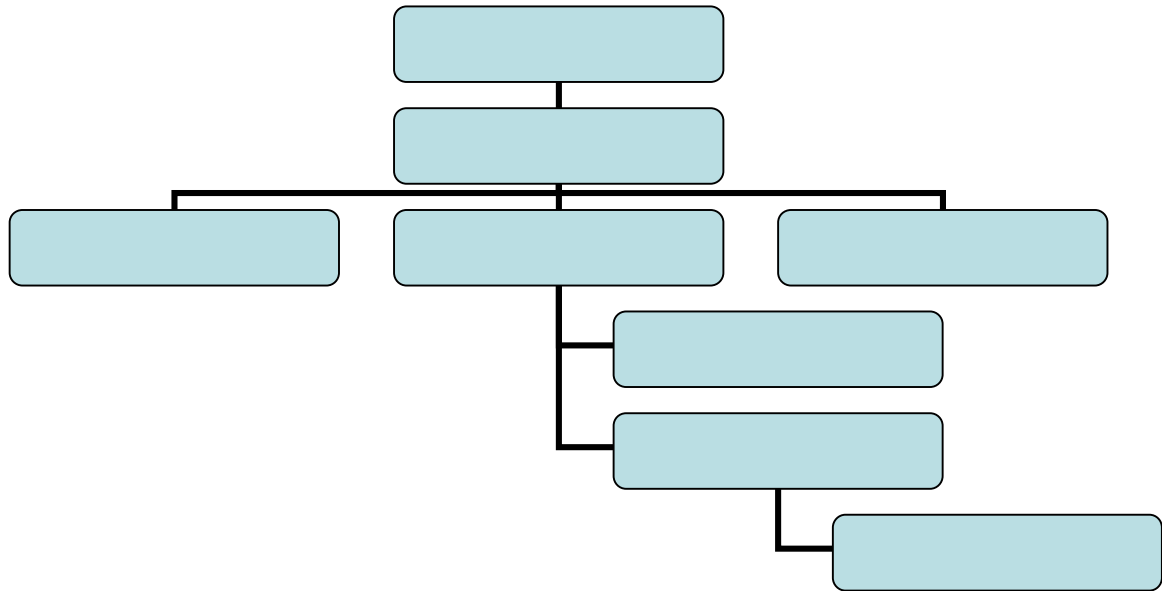
Nature or supervision / management	Number

10.3 Does the post holder develop policies, or provide advice, guidance or interpretation of procedures or regulations which impact on staff?

Nature or supervision / management	Number

10.4 Organisation Chart

Please include the post titles and grades (if known) of the post holder, their immediate peers, subordinates and manager. Please ensure the post holder position is highlighted in bold.



11. Responsibility for Financial Resources

This factor looks at direct responsibility for financial resources including cash, cheques, debit and credits, invoices, budgets and income. It takes into account the nature of the responsibility, and should include detail about the need for correctness and accuracy, confidentiality, safekeeping.

11.1 Please detail any financial resources the post holder is directly responsible for		
Nature of Responsibility	Annual Value	Frequency

11.2 Does the post holder develop policies, or provide advice, guidance or interpretation of procedures or regulations in relation to finance?	
Nature of Responsibility	Impact

12. Responsibility for Physical Resources

Physical resources include manual or computerised information, data and records; office and other equipment; tools and instruments; vehicles; plant and machinery; land; construction works; building and fittings and fixtures; personal possessions; and stocks and supplies.

It is important to state the level of responsibility the post holder has for the resources, including for their security, confidentiality and maintenance.

12.1 Please give details of any direct responsibility the post holder has for physical resources.	
Nature of responsibility	Approximate value of resource

12.2 Does the post holder develop policies, or provide advice, guidance or interpretation of procedures or regulations which have an impact on physical resources?	
Nature of responsibility	Approximate value

13. Working Conditions

Working conditions cover both people related behaviour, including any form of verbal abuse and aggression from people (other than immediate work colleagues), and environmental working conditions. Unpleasant environments involve temperature extremes, dirt, dusty, noise, vehicle fumes, and smells.

13.1 What is the post holder's usual place of work?	
Description	% Time spent there

13.2 Is the post holder able to rearrange their work environment around extreme weather conditions?

13.3 Please give details of any unpleasant environmental working conditions.			
Nature	Source	Time exposed	Frequency

13.4 Please give the details of any verbal abuse, aggression or other anti-social behaviour from people (other than immediate work colleagues), experienced by the post holder during their work.			
Nature	Source	Time exposed	Frequency

13.5 Are any hazards encountered in the job?			
Nature	Source	Time exposed	Frequency

Failure to complete all boxes will result in an incomplete evaluation.

Please send this completed form and a copy of the job description and person specification to hreevaluations@centralbedfordshire.gov.uk.