

# Guidelines to updating Job Descriptions

These guidelines have been prepared to help you ensure your job description is accurate and concise. An accurate and concise job description will assist the Agenda for Change job matching process and help minimise delays when you are moved onto the new pay bands.

- Remember, your job description describes your role, what is required to do your job, not how you do it or your personal contribution.
- It needs to be concise and accurate.
- Avoid passive wording such as – ‘Ensure good communication with patients and carers’ – be direct and specific in what type of communication is required and with whom you are expected to communicate.
- You and your manager must agree the final job description before it is used in matching panels.

The following are areas to consider. The list is not exhaustive. Following these guidelines will not lead to automatic higher banding.

## Summarise

- Include a Job/Role Summary no more than 100 words
- Include an organisational chart

## Brain Storm

Start by thinking about what is essential and what is desirable for your role to function effectively. The following categories are a useful guide and are not exhaustive.

- Teaching/training – what and who?
- Qualifications – what is required for the role, not what you personally may have
- Management skills – what? organising? planning? etc?
- Leadership skills – what?
- Clinical skills – what?
- Computer literate?
- Financial responsibility?
- Personnel role – conducting appraisals? discipline/grievances?
- Counseling skills – who? what?
- Negotiating skills – to do what?
- Communication – who/how/what?
- Autonomy – what level?
- Relevant experience – what? past and immediate experience

Look at each desirable and essential attribute and expand on it. For example:

## **Management**

Does your role:

- Influence policy and procedures – local, trust wide?
- Involve analysing and responding to situations? At what level, local, trust wide?
- Require budgetary responsibility? – to what level – i.e. complete responsibility or signatory?
- Require you to business plan?
- Involve planning shift rotas and allocating staff on a regular basis?
- Involve recruitment?
- Require you to be responsible for a group of staff and or clients/patients? – is this continuous or shift work related?
- Require risk assessments?
- Require a level of responsibility regarding Health and Safety – what is it?
- Involve using HR policies i.e. investigating disciplinary, grievance etc?

## **Leadership**

Who is responsible to you? Who are you responsible/accountable to?

Does your role:

- Require you to be a team leader? – What does this entail?
- Require you to be in charge of your area?
- Require you to manage your caseload – how large?
- Require you to performance manage and formulate personal development plans?  
For whom?
- Influence/make and implement changes to clinical practice – locally or Trust wide?

## **Clinical**

What skills are required to undertake the role? Include all aspects of any extended role

What responsibilities do you hold in assessing/planning/implementing and evaluating patient/client care – supervised or unsupervised?

Does your role:

- Work under supervision?
- Require you to refer to other disciplines/professions unsupervised?
- Require you to advise and recommend treatment (final say)?
- Require you to accept referrals from other disciplines unsupervised?
- Require you to manipulate instruments? How much skill is needed?
- Require you to manually handle patients/heavy objects? Is this a regular/constant feature of the role?

## **Research**

Does your role:

- Require you to undertake research and audit?
- Require you to participate in research?
- Be clear about the extent of the commitment

## **Education & Experience**

- What qualifications are required to undertake role?
- Are you expected to undertake further educational qualifications?
- Do your qualifications require registration?

Remember that the AFC JE scheme measures what qualifications are required to do the job. If you have a qualification not actually required to do the job it doesn't count.

- What sort of experience does the role require, for example, would you have had to work in the particular specialty?
- What sort of experience required by the job could be transferred/transferable from another job.

## **Training**

Does your role:

- Require you to train staff – who?
- Require you to mentor/facilitate staff and their development?
- Require you to facilitate courses, study days?
- Require you to lead on any in-house forums related to your role?
- Require mandatory training – what?

## **Communication**

- Who are you expected to interact with on a regular basis (key working relationships) – within radiography, other clinical professionals, patients/carers, others
- Are there special needs/requirements to ensure communication effective – challenging behaviour, learning disabilities and bereavement?
- Does your role require you to discuss complex issues?
- Do you participate in Case conferences?
- What type of records must you maintain?

## **AVOID REPETITION**