

## NHS BLOOD AND TRANSPLANT - JOB DESCRIPTION GUIDANCE

The purpose of this guidance is to help you develop a Job Description (JD) that not only clearly details the job role in an easy-to-read format, but also meets the requirements for both Job Evaluation (JE) and Recruitment.

Your role as the manager is to create a JD that is a true account of the role.

When creating a new post you must inform HR Direct at the earliest opportunity. *For further guidance, refer to Managers Top Tips.*

Post Details	
Title of Post:	<i>This should be consistent throughout all documents</i>
Grade:	<i>Leave blank – PCP/PCC to indicate desired payband once they have analysed the role ahead of submission for formal grading)</i>
Directorate / Department:	<i>This should be consistent throughout all documents</i>
Accountable to:	<i>This should be consistent with your Organisational Chart below</i>
<b>MAIN JOB PURPOSE</b>	
<p><input checked="" type="checkbox"/> <i>The main job purpose must be a clear and concise overview of the key aspects of the role with no more than 6 points that outlines the overall scope of the role.</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<b>ORGANISATION CHART</b>	
<p><input checked="" type="checkbox"/> <i>A full organisational structure is required which will be used for both Job Evaluation and Recruitment. Ensure that the chart is easy to read, and you highlight the post within the structure, include any reporting lines, and management responsibilities. For Matrix management responsibilities, show dotted line(s) to postholder(s).</i></p> <div style="text-align: center;"> <pre> graph TD     A[ ] --- B[ ]     A --- C[ ]     A --- D[ ]             </pre> </div>	
<b>KEY DUTIES AND RESPONSIBILITIES</b>	
<p><input checked="" type="checkbox"/> <i>Ensure the key duties/responsibilities describe the role in a clear and concise manner with no more than 25 points.</i></p> <p><i>Remember you don't need three or four sentences which essentially say the same thing!</i></p> <p><i>Descriptions of duties should be outcome-based, containing an action, an object, and a purpose. For example: 'Compiles (action) monthly reports (object) to allow monitoring of the department's budget (purpose)'.</i></p>	

**✓ A JD should contain sufficient information to describe key responsibilities and essential duties; however, the document should not include every detail of how and what work is performed as the detailed examples should be reflected in the Additional Information Sheet (AIS). The information should be consistent across the JD and AIS.**

*When listing the essential duties for the role, key areas for consideration for the JD could be:*

- **Communications**
- **Analytical and Judgement**
- **Planning**
- **Policy/Service development**
- **Finance and Budget Responsibility**
- **Management, Leadership and/or Training**
- **Digital and Information**
- **Research and Development**

*Remember, you don't have to put something under each area if the post does not require it.*

**✓ Use inclusive language such as 'the post holder' rather than 'he/she'**

**✶ Avoid the use of acronyms, abbreviations, and jargon**

**✶ Avoid using words and phrases taken straight from the job evaluation handbook or**

**✓ STANDARDISED POINTS TO INCLUDE**

1. Ensure that you follow health and safety policies, risk assessments and safe systems of work to ensure your safety and the safety of others. Managers will address the health, safety and wellbeing of any staff they are responsible for, in proportion to the level of risk in their department and promote a positive safety culture.
2. Adhere to and role model NHSBT's values and the code of conduct. This includes demonstrating integrity, respect, and accountability in all actions and decisions. Fostering a collaborative and inclusive work environment, contributing to continuous improvement, and striving for excellence in their roles. Aligning with NHSBT's values, to support a positive workplace culture, drive innovation, and ensure the highest standards of ethical behaviour.
3. Adhere to and role model NHSBT's behaviours with regard to equity, diversity, and inclusion.
4. Any other duties within the general scope of the post as and when required

**The above 4 points are mandatory and should be kept as the last 4 points in any JD.**