





NHS WALES JOB EVALUATION - GOOD PRACTICE GUIDE

**Discriminatory Words and Phrases in**

**Job Descriptions and Person Specifications**

There are lots of ways your person specification can appear discriminatory through language, and you may not even realise it.

The following lists of examples are commonly found in job descriptions (JD) and person specifications (PS).

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| **DISCRIMINATORY** | **ACTION REQUIRED** |
| **Flexible** | Change to ‘Flexible approach to work’ or ‘Flexible approach to meet the needs of the service’ |
| **Car owner essential** | Change to ‘Ability to travel between sites in a timely manner’ |
| **XX years’ experience** | Remove number of years. Can add “significant” or “substantial” experience if it is genuinely necessary |
| **Physically fit** | Must say **exact** requirements, e.g., ‘Needs to reach and bend to pick items from the floor and from shelves’ |
| **Mature** | Change to ‘Mature outlook’ |
| **Energetic** | Remove |
| **Youthful** | Remove |
| **School-leaver** | Remove |
| **He** | Change to they |
| **She** | Change to they |
| **Good Health Record** | Remove |
| **Good attendance** | Remove |
| **Good personal hygiene** | Remove |
| **Good eyesight** | Remove |
| **Common sense** | Remove |
| **Honest/Trustworthy** | Remove |
| **Sense of Humour** | Remove |
| **Smart, Tidy Appearance, Punctual, Reliable, Good Time Keeping, Pleasant Disposition & Polite** | Now ok to leave in (WEF Jan 2015) |
| **Zero Hour Contracts** | Remove |

There may also be criteria in the PS, which, whilst not discriminatory, is not suitable. The manager needs to be able to test whether candidates meet the essential and desirable criteria and be subjective/factual.

You may want to consider if some qualifications are now relevant or up to do date for example rather than using Prince 2 it might be better to say demonstratable evidence of project management skills and for out-of-date qualifications such as ECDL/RSA Advanced/Working knowledge of Microsoft packages including, Excel, SharePoint, Teams, Forms, Outlook, and PowerPoint.

The criteria should flow directly from the duties, be specific to the role, and be measurable so as to judge and select candidates objectively and manage future performance. It is extremely important that ‘essential’ and ‘desirable’ criteria is not overstated and is genuinely required for the role.

If it’s not required in the JD don’t put it in the PS e.g., ‘Ability to analyse complex facts’ but there is nothing about analyses in the JD.

Managers should not simply use a previous version and ‘top and tail’ – it should be completely revised to ensure that all requirements are absolutely required.

These are examples only. The recruitment team will exercise their judgement when checking adverts and if you have any queries, please seek advice.