



**NHS Wales Job Description Technical Document – (job title and band)**

Please submit this document with the Job Description when submitting for job evaluation (banding) although it will not be used for recruitment purposes.

**Organisational Chart**

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.

**Effort and Environmental Factors**

**Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.**

The examples provided should relate to this post and what is written in the Job Description. 3 examples should be adequate

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| **Physical Effort** |
| Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included’. Many roles will require a combination of sitting, standing, and walking with little or no requirement for physical effort.****Where the role requires some physical effort, please provide examples and state if this is****Rare –** combination of sitting, standing, walkingor **Occasional** – at least 3 times per month but fewer than half the shirts worked or **Frequent** –occurs on half the shifts worked or more**Several Periods** – repeated recurrences of physical effort during the shift or **Ongoing** – continuously or almost continuously**Short Periods** –up to and including 20 min or **Long Periods** –over 20 mins |
| **Examples of Typical effort(s)** | **How Often** | **How Long** |
| e.g., moving IT stock for several periods during a shift | Occasional | Short periods |
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| **Mental Effort** |
| Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g.:‘Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.Type**General Awareness** – carry out day to day activities but no need to concentrate on complex or intricate matters**Concentration** – jobholder needs to stay alert for periods of one to two hours**Prolonged** – requirement to concentrate for more than half the shift**Intense** – In-depth mental attention with proactive engagement**Unpredictable** – jobholder needs to change from one activity to another at a third-party request. Jobholder has no prior knowledgeHow often**Occasional** – fewer than half the shirts worked**Frequent** – occurs on half the shift worked |
| **Examples of Typical effort(s)** | **Type** | **How Often** |
| e.g., as Budgets Officer, the post holder is likely to encounter frequent interruptions to their work from Maintenance Staff and telephone enquiries to the department which are likely to require the post holder to change activities to meet the needs of the service. | Concentration | Frequent |
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| **Emotional Effort** |
| Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with. For example,’ processing (e.g., typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.’ **N.B. Fear of Violence is measured under Working Conditions**Type**Direct** – jobholder is directly exposed to a situation/patient/client with emotional demands **Indirect** – jobholder is indirectly affected by for example word processing reports of child abuseHow Often**Rare** – less than once a month on average**Occasional** – once a month or more on average**Frequent** – once a week or more on average |
| **Examples of Typical effort(s)** | **Type** | **How Often** |
| e.g., hearing patient’s stories and accounts of traumatic life events. It will also include receiving news in regard to the patient’s life threatening physical ill health | Direct | Frequent |
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| **Working Conditions** |
| Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month. Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included****Rare** – less than three times a month on average**Occasional** – three times a month on average**Frequent** – several times a week with several occurrences on each shift |
| **Examples of Typical effort(s)** | **How Often** |
| e.g., Working in the Laundry sorting area will involve exposure to blood and bodily fluids | Frequent |
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