

## NHS WALES JOB EVALUATION - GOOD PRACTICE GUIDE

### NHS Job Evaluation National Profiles and Job Families Groups

#### **What is a job family?**

A job family is a group of jobs that are closely related to one another. There are 9 job families in the job evaluation scheme.

#### **What job family groups are used in the NHS JE Scheme?**

Administrative Services, Allied health Professions, Clinical Practitioners, Emergency Services, Health Science Services, Nursing & Midwifery, Personal Social Services, Professional Managers, Support Services.

#### **What is a National Profile?**

Profiles work on the basis that there are posts in the NHS which are standard and share many common features.

Profiles are summaries of evaluated roles and NHS jobs are matched to these when deciding the pay band.

Profiles can help to demonstrate common aspects of roles and potential for flexibility when designing new roles.

#### **Why do we have national profiles and job descriptions?**

National profiles are not job descriptions and are NOT intended to replace organisational job descriptions.

Similarly, profile labels are not intended to be read as job titles.

Job descriptions have a separate purpose from national profiles and are used for recruitment, defining training needs and performance management.

#### **What are National Profile Labels?**

These are used to keep job group profiles together and are designed to be a consistent way of showing the structure of profiles within a job family.

The use of National Profile labels avoids the need for multiple different systems of job labelling in each Job Family.

Job Families	Sub-job Families (Occupational Groupings)	Profile Labels (Types of Role)
<b>Administrative Services</b>	<ol style="list-style-type: none"> <li>1. Business Administration &amp; Projects</li> <li>2. Finance</li> <li>3. Human Resources</li> <li>4. Information Services</li> <li>5. Information Management &amp; Technology</li> <li>6. Legal Services</li> <li>7. Patient Services</li> <li>8. Public Relations</li> <li>9. Secretarial &amp; Clerical</li> </ol>	<ol style="list-style-type: none"> <li>1. Project roles, Business Manager, Operations Manager</li> <li>2. Finance Officers, Finance Analyst, Finance Managers</li> <li>3. HR Assistant, HR Adviser, HR Managers</li> <li>4. Library technician, Librarians, Library Managers</li> <li>5. Telephony Operator, IM&amp;T Analysts, Technical Engineers, IM&amp;T Managers</li> <li>6. Solicitors</li> <li>7. Clinical coders, Health Records roles, Voluntary Service Manager</li> <li>8. Patient support &amp; liaison roles, Complaints officers, Communications roles</li> <li>9. Clerical officers, secretarial roles, Office manager</li> </ol>
<b>Allied Health Professions (AHPs)</b>	<ol style="list-style-type: none"> <li>1. Art therapy staff</li> <li>2. Chaplaincy</li> <li>3. Clinical psychology roles</li> <li>4. Dietetics staff</li> <li>5. Generic therapy</li> <li>6. Occupational therapy</li> <li>7. Orthoptists and Optometrists</li> <li>8. Physiotherapy</li> <li>9. Play specialists</li> <li>10. Podiatry</li> <li>11. Public health - health improvement</li> <li>12. Radiography roles</li> <li>13. Sexual health</li> <li>14. Speech and language therapists</li> <li>15. Operating Department Practitioner</li> </ol>	<p>In the AHP sub-job families, profile labels include common terms to describe the range of roles. Typical labels include:</p> <ul style="list-style-type: none"> <li>• Support worker</li> <li>• Technician</li> <li>• Practitioner</li> <li>• Specialist</li> <li>• Advanced</li> <li>• Team manager</li> <li>• Principal</li> <li>• Consultant/head of service</li> </ul> <p>Clinical Psychology includes counsellor roles within the grouping.</p> <p>Health improvement includes clinical audit and governance roles as well as public health and health improvement roles.</p>

<b>Job Families</b>	<b>Sub-job Families (Occupational Groupings)</b>	<b>Profile Labels (Types of Role)</b>
<b>Clinical Practitioners</b>	<ol style="list-style-type: none"> <li>1. Clinical Practitioner - multidisciplinary</li> <li>2. Physician associate</li> </ol>	Added in 2021 to help match roles operating in multi-disciplinary teams. This group also includes physician associates.
<b>Emergency Services</b>	<ol style="list-style-type: none"> <li>1. Ambulance</li> </ol>	Includes call handlers, dispatch, ambulance practitioners, paramedic, and managerial roles.
<b>Health Science Services (HSS)</b>	<ol style="list-style-type: none"> <li>1. Anatomical pathology</li> <li>2. Biomedical scientists clinical support workers</li> <li>3. Cancer screening</li> <li>4. Clinical sciences</li> <li>5. Cytology</li> <li>6. Dental services</li> <li>7. Genetic counsellors</li> <li>8. Healthcare science</li> <li>9. Medical technology</li> <li>10. Orthoptists and optometrists</li> <li>11. Pharmacy</li> </ol>	<p>The HSS job family profile labels include common terms to describe the range of roles. Typical labels include:</p> <ul style="list-style-type: none"> <li>• Support Worker,</li> <li>• Technician</li> <li>• Practitioner</li> <li>• Specialist</li> <li>• Advanced</li> <li>• Team Manager</li> <li>• Principal</li> <li>• Consultant/Head of Service</li> </ul>
<b>Nursing &amp; Midwifery</b>	<ol style="list-style-type: none"> <li>1. Combined nursing profiles</li> <li>2. Dental nursing</li> <li>3. Health visitors</li> <li>4. Midwifery</li> <li>5. NHS direct</li> <li>6. Nursing and midwifery generic</li> <li>7. Theatre Nurses</li> </ol>	<p>The N&amp;M sub-job families profile labels include common terms to describe the range of roles. Typical labels include:</p> <ul style="list-style-type: none"> <li>• Support Worker</li> <li>• Practitioner</li> <li>• Specialist</li> <li>• Team Leader</li> <li>• Advanced</li> <li>• Team Manager</li> <li>• Principal</li> <li>• Consultant</li> </ul>

Job Families	Sub-job Families (Occupational Groupings)	Profile Labels (Types of Role)
<b>Personal Social Services</b>	1. Homecare 2. Residential and day care 3. Social work	<p>This grouping includes some labels that are similar to those used in the groups above.</p> <p>Also includes carer roles, coordinator, rehabilitation, and operational manager roles.</p>
<b>Support Services</b>	1. Estates and maintenance 2. Support services combined	<p>Support services includes generic profiles and some that are standalone. Generic profiles are designed to be applied across a number of roles. Catering and procurement roles are examples of standalone profiles.</p> <p>Support services profile labels include:</p> <ul style="list-style-type: none"> <li>• Support Workers</li> <li>• Tradesperson</li> <li>• Team Leader</li> <li>• Team Manager</li> <li>• Estates Officers and Managers</li> </ul>
<b>Professional Managers</b>	1. Professional managers	<p>These profiles are designed to match managerial roles responsible for clinical and/or technical services.</p> <p><b>Use of these profiles and assessing Factor 6 Patient Client Care:</b>            The Job Evaluation Group confirmed that level 6d and level 7 of the 'Responsibility for Patient Care' factor were intended to be applied only to healthcare practitioner roles with clinical accountability for the direct delivery of clinical or social care services. They were not intended to apply to non-clinical roles and those general manager roles with responsibilities for the delivery of clinical services.</p> <p><b><i>Please refer to the guidance note in the Patient Client Care factor before matching jobs using these profiles.</i></b></p>