

Guidance Notes for Managers - Creating a Job and Person Profile (JPP)

These are guidance notes only. Use the **Job and Person Profile template** to create the Job and Person Profile

Job and Person Profiles are required for all jobs within the council when **job evaluation or recruitment will take place**.

Once the successful candidate has been appointed, the objectives agreed between the employee and their line manager during the 'My Plan' process (in line with the overarching job family Role Profile) will set out what is required within the role.

Templates and useful documents

The latest **Job and Person Profile** template should always be used to ensure consistent format and standard for all jobs across the council.

View [existing job family role profiles](#) which may be a useful guide to creating a job and person profile.

The Job and Person Profile should describe the job requirements as they are now, the required standard of performance and focus on the job to be delivered and not any individual who may carry out the job. Use clear, plain English to describe the job. Do not use jargon or abbreviations, describe the job so that it can be understood by external readers as well as council employees.

Support

If you need help in deciding the experience and qualifications for a role, please speak to your Resourcing Manager.

Purpose of Job and Person Profiles:

- Essential for describing the job to enable the job to be evaluated to determine its grade
- Essential for attracting candidate to apply for the job, helping them understand the job and how their application will be assessed

JOB PROFILE

Job Title:		JE Ref: Insert if known
Service:		Job grade:
Department:		Job family:

Purpose of this role:

Describe the job and why it exists in a few sentences. Be succinct. This is not about the duties or tasks; these will be added later.

Key relationships:

Insert job title of who this post reports to here.

Provide a summary of the key relationships or roles this job interacts with and why e.g. who they will manager or supervise, who they will provide a service to, who the external as well as internal relationships are with.

Summarise the type of communication with those relationships

State if the job has responsibility for co-ordinating the work of people across functions or externally

e.g. Has responsibility for recommending new services to local people and community groups and following up with them for feedback

e.g. Accountable for supervising a team of 12 to deliver an advisory service

e.g. Collaborates with colleagues from various departments to continually improve the council's approach to x

Key responsibilities:

Provide a bullet point list of what the job is responsible for. This isn't an exhaustive list but should give a clear description of why the job exists.

- Provide a specific description of the requirements of the job for it to be delivered to the required standard.
- Describe what someone will do e.g. instead of 'process invoices' say 'log information for invoice onto system and prepare for authorisation'
- Be specific use an active verb such as delegates, allocates, submits, improves, carry out, effectively lead and develop, Responsible for the, manage delivery of...Provide leadership and expertise to.....

General Responsibilities:

This section is mandatory and one section from the list below should be included to describe how the job holder is expected to work in line with the Council's policies and procedures listed. Use the agreed wording below only.

Grades 1 to 8**Equality and Diversity**

Act in accordance with the Council's Equality and Diversity policy.

Health and Safety

Ensure own compliance with the Council's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Information Security

Comply with the Council's policies on information security including the ICT Security Policy, Internet and Email Policy and Safe Haven Guidance.

Climate Change

Contribute to the Council's corporate responsibility in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible.

Grades 9 to 11**Equality and Diversity**

Actively support the Council's Equality and Diversity policy.

Health and Safety

Ensure own compliance with the Council's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Information Security

Comply with the Council's policies on information security including the ICT Security Policy, Internet and Email Policy and Safe Haven Guidance.

Climate Change

Contribute to the Council's corporate responsibility in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible.

Grades 12 to 14**Equality and Diversity**

Promote and role model a culture that supports the Council's Equality and Diversity policy to generate a positive environment.

Health and Safety

Ensure own compliance with the Council's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

Information Security

Comply with the Council's policies on information security including the ICT Security Policy, Internet and Email Policy and Safe Haven Guidance.

Climate Change

Promote and role model the Council's corporate responsibility in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible.

Grades 15 and above**Equality and Diversity**

Promote and role model a culture that supports the Council's Equality and Diversity policy to generate a positive environment.

Health and Safety

Ensure own compliance with the Council's Health & Safety policy/procedures and that of any resources you have responsibility for.

Experience of providing safe working environments and developing practice to maintain physical and mental health of employees.

Risk & Asset Management

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

Use of risk and asset management practice to embed a culture of innovation in the use of resources and shared learning across service boundaries and partnerships.

Information Security

Comply with the Council's policies on information security including the ICT Security Policy, Internet and Email Policy and Safe Haven Guidance.

Climate Change

Promote and role model the Council's corporate responsibility in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible.

PERSON PROFILE

Job Title:		JE Ref:
Service:		Job grade:
Department:		Job family:

The criteria set within the person specification will form the basis on which candidates' suitability to carry out the job must be measured.

Take care to consider what is essential or desirable and how you will assess whether a candidate meets the required standard both when reviewing applications and during the assessment process.

The job family role profiles give an indication of the expected levels of experience and qualifications required.

For each section separate essential and desirable criteria and state how you will assess that the candidate meets these criteria

Assessed by: A = Application form I = Interview T = Test D = Documentary Evidence

Experience

Be specific about the essential experience required for the job. This will be used to select candidates for interview alongside the desirable experience.

Consider how you will assess this.

Skills and knowledge

Everyone in a public facing role is required to be fluent in English. The following statement should be inserted into the Person Profile and the requirement will be assessed during the recruitment selection process. ***Ability to speak fluent English in order to communicate fully in the role with clients and the public.***

Personal Effectiveness

This section focuses on the interpersonal and communication skills, and behaviours that a job holder requires to be effective in the job. For example, the ability to lead a team, to follow instructions and complete work unsupervised, effective motivational and people development skills, the ability to work flexibly across teams or functions, or the ability to reflect on one's own practice and development.

Qualifications

Ensure qualifications are described using current recognised descriptions e.g. GCSE grade 6 or equivalent (*not Grade C*)

Only include qualifications that are required to do the job. Describe the experience required within the Person Specification. Qualifications should be relevant to the job being carried out and at the relevant level for the job.

Line Managers are responsible for defining the required qualifications for a job and detailing these within the Job and Person Profile. Any statutory or essential qualification requirements should be listed and highlighted as essential as well as any desired qualifications. If a qualification is essential, managers must also verify that anyone shortlisted and appointed to the post has this qualification.

Any existing qualifications outlined in job and person profiles or in job family role profiles should be used as a guide only. For each level there will be acceptable equivalents.

View further details of [the 9 qualification levels and equivalents in the UK.](#)

Qualifications can be an indicator of professional and technical knowledge and expertise or are the accepted norm for a sector and will sometimes be required, however not all jobs will require a qualification and can be effectively carried out without one. Consider whether someone who has experience could carry out the job to the required level of competence. Asking for qualifications that are not necessary could reduce the available pool of candidates to do the job and indirectly discriminate against candidates for the job.