

# NATIONAL PROFILES FOR PUBLIC HEALTH / HEALTH IMPROVEMENT / PROMOTION / CLINICAL GOVERNANCE

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\* generic profile provisions apply – see note below.

**\*\* new in June 2006**

### GENERIC PROFILES

**The following generic profile note extracted from the Second Edition of the Job Evaluation Handbook explains the position in cases where the minimum score falls below the relevant grade boundary: (See para 5.2 Section 7)**

The band for jobs covered by this generic profile is band e.g. 4. The minimum total profile score falls below the band 4 grade boundary. This is the result of using a single generic profile to cover a number of jobs of equivalent but not necessarily similar factor demand. It is not anticipated that any job will be assessed at the minimum level of every possible factor range. If this were the case it indicates that the job should instead be matched against a band 3 profile. If this is not successful, the job must be locally evaluated.

**Profile Label:**  
**Job Statement:**  
Centre

**Health Improvement, Clerical Officer**

1. Assists, updates and maintains visitors in the Health Improvement Resource
2. Updates and maintains information, resources and equipment
3. Responsible for day to day running of the library loan system

Factor	Relevant Job Information	JE Level
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive routine information requiring tact or persuasive skills</b> Communicate with visitors, assisting with enquiries about health information through a range of communication media; there may be sensitive issues	3 (a)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Range of routine work procedures requiring job training</b> Knowledge of health improvement procedures in community and hospital settings, computer software, library system acquired through training, experience equivalent to NVQ level 2	2
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Judgements involving facts or situations, some requiring analysis</b> Decisions on the day to day running of the library loan service, including responding to enquiries	2
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise straightforward activities, some ongoing</b> Organises visits to surgeries/clinics to update health improvement literature	2
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice/Developed physical skills; advanced keyboard use</b> Driving, standard/advanced keyboard skills	2/3(a)
<b>6. Responsibility for Patient/Client Care</b>	<b>Assist patients/clients during incidental contact/Provide non-clinical advice, information to patients/clients/relatives</b> Incidental contact with patients, clients/ Provides non clinical advice to patients/clients	1/2
<b>7. Responsibility for Policy / Service Development</b>	<b>Follows policies in own role, may be required to comment</b> Follows policies in own role	1
<b>8. Responsibility for Financial &amp; Physical Resource</b>	<b>Maintain stock control</b> Maintains stock levels for health improvement materials	2 (c)
<b>9. Responsibility for Human Resources</b>	<b>Demonstrate own activities to new or less experienced employees</b> Demonstrates own activities to new starters	1
<b>10. Responsibility for Information Resources</b>	<b>Data entry, text processing, storage of data/Responsible for maintaining one or more information systems, significant job responsibility</b> Enter library information data/ maintain library loan information system	2(a)/ 3 (c)
<b>11. Responsibility for Research &amp; Development</b>	<b>Undertake surveys or audits, as necessary to own work</b> Undertakes surveys as necessary to own work	1
<b>12. Freedom to Act</b>	<b>Standard operating procedures, someone available for reference</b> Works on own initiative within standard operating procedures	2
<b>13. Physical Effort</b>	<b>Occasional/Frequent moderate effort for several short periods</b> Manoeuvring trolleys containing heavy resource materials	2(d)/ 3 (c)
<b>14. Mental Effort</b>	<b>Frequent concentration; work pattern predictable</b> Concentration for cataloguing items, dealing with enquiries	2(a)
<b>15. Emotional Effort</b>	<b>Exposure to distressing or emotional circumstances is rare</b> Exposure to emotional or distressing circumstances is rare	1(a)
<b>16. Working Conditions</b>	<b>Exposure to unpleasant conditions is rare</b> Office conditions	1
<b>JE Score/band</b>	<b>JE Score 176 – 205</b>	<b>Band 2</b>

**Profile Label:** Health Improvement Resource Assistant

**Job Statement:**

1. Develops and assists in day- to-day running of health improvement resource service
2. Advises health and other professionals on appropriate health improvement resources
3. Plans and organises the administration for health improvement campaigns

Factor	Relevant Job Information	JE Level
1. Communication & Relationship Skills	<b>Provide and receive routine information, requiring tact or persuasive skills</b> Communicates with health and other professionals advising on effective methods and resources for promoting health improvement; persuasive skills to encourage more effective working; may deal with people with communication difficulties	3(a)
2. Knowledge, Training & Experience	<b>Range of work procedures, base level of theoretical knowledge</b> Knowledge of health improvement procedures, database management, information technology systems and software to NVQ3 level or equivalent	3
3. Analytical & Judgemental Skills	<b>Judgements involving facts or situations, some requiring analysis</b> Skills for assessing use of health improvement materials; identifies sources of health promotion information	2
4. Planning & Organisational Skills	<b>Plan and organise straightforward activities, some ongoing</b> Administers health improvement campaigns	2
5. Physical Skills	<b>Physical skills obtained through practice/Developed physical skills; advanced keyboard use</b> Driving, standard keyboard skills/advanced keyboard use for desktop publishing	2/3 (a)
6. Responsibility for Patient/Client Care	<b>Assist patients/clients during incidental contact/Provide non-clinical advice, information to patients/clients/relatives</b> Incidental contact with patients, clients/ Provides advice to patients, clients on health improvement information	1/2
7. Responsibility for Policy / Service Development	<b>Follows policies in own role, may be required to comment</b> Follows health improvement policies for own area	1
8. Responsibility for Financial & Physical Resource	<b>Maintain stock control</b> Maintains stock and resources levels on health improvement materials	2 (c)
9. Responsibility for Human Resources	<b>Demonstrate own activities to new or less experienced employees/Provide training in own discipline</b> Demonstrates activities to new starters/Provides training in own discipline e.g. display board layout	1 /2 (c)
10. Responsibility for Information Resources	<b>Data entry, text processing, storage of data/Regular requirement to develop or create reports, documents, drawings; Responsible for maintaining one or more information systems, significant job responsibility</b> Enters health improvement data into database/Creates documents using a range of computer and graphics programmes, including desktop publishing; maintains resource information system	2(a)/3 (b)(c)
11. Responsibility for Research & Development	<b>Undertakes surveys or audits, as necessary to own work</b> Undertakes surveys or audits	1
12. Freedom to Act	<b>Clearly defined occupational policies, work is managed, rather than supervised</b> Works on own initiative, seeks advice as necessary	3
13. Physical Effort	<b>Occasional/Frequent moderate effort for several short periods</b> Transports , manoeuvres heavy resource materials several times a day	2(c)/ 3(c)
14. Mental Effort	<b>Frequent concentration; work pattern predictable</b> Concentration for responding to enquiries and providing advice	2
15. Emotional Effort	<b>Exposure to distressing or emotional circumstances is rare</b> Exposure to emotional or distressing circumstances is rare	1(a)
16. Working Conditions	<b>Exposure to unpleasant conditions is rare/Frequent use of road transportation</b> Occasional /Frequent requirement to use road transportation or to drive for site/GP surgery visits	1 /2(c)
JE Score/band	<b>JE Score 209* - 249</b>	<b>Band 3*</b>

\* Generic job grade boundary provisions apply – see cover page note.

**Profile Label:**  
**Job Statement:**

**Health Improvement Resource Assistant Higher Level**

1. Manages a Health Improvement Resource Service
2. Advises health and other professionals on appropriate resources
3. Co-ordinates a range of health improvement campaigns

<b>Factor</b>	<b>Relevant Job Information</b>	<b>JE Level</b>
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive routine information, requiring tact or persuasive skills</b> Communicates with health and other professionals advising on effective methods and resources for promoting health improvement; persuasive skills to encourage more effective working; may deal with people with communication difficulties	3(a)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Range of work procedures, majority non-routine; intermediate level theoretical knowledge</b> Knowledge of health improvement procedures, database management, IT software acquired through NVQ3 level or equivalent plus further information technology training, experience to diploma level or equivalent	4
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Judgements involving facts or situations, some requiring analysis/Range of facts or situations requiring analysis</b> Skills for analysing health improvement materials use; judgements on appropriate method for identifying information sources/Assess and analyse use of resources against requirements	2/3
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise straightforward activities, some ongoing /Plan and organise complex activities or programmes, requiring formulation, adjustment</b> Plans distribution of literature /Co-ordinates a range of health improvement campaigns	2/3
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice/Developed physical skills; advanced keyboard use</b> Driving, standard keyboard skills/advanced keyboard use for desktop publishing	2/3 (a)
<b>6. Responsibility for Patient/Client Care</b>	<b>Assist patients/clients during incidental contact/Provide non-clinical advice, information to patients/clients/relatives</b> Incidental contact with patients, clients/ Provides advice on health improvement materials	1/2
<b>7. Responsibility for Policy / Service Development</b>	<b>Implements policies and propose changes to practices, procedures for own area</b> Develop and maintain standards of quality assurance of resources and customer care, contributes to development of annual plan for service delivery	2
<b>8. Responsibility for Financial &amp; Physical Resource</b>	<b>Maintain stock control</b> Maintains stock and resources levels on health improvement materials	2 (c)
<b>9. Responsibility for Human Resources</b>	<b>Day to day supervision; co-ordination of staff; provide training in own discipline</b> Provides training in own discipline e.g. display board layout	2 (a)(c)
<b>10. Responsibility for Information Resources</b>	<b>Data entry, text processing, storage of data/Regular requirement to develop or create reports, documents, drawings; Responsible for maintaining one or more information systems, significant job responsibility</b> Enters health improvement data into database/Creates documents using a range of computer and graphics programmes, including desktop publishing; maintains resource information system	2(a)/3 (b)(c)
<b>11. Responsibility for Research &amp; Development</b>	<b>Regularly undertake R &amp; D activity</b> Undertakes surveys or audits to assess effectiveness of different aspects of the health improvement resource service	2(a)
<b>12. Freedom to Act</b>	<b>Clearly defined occupational policies, work is managed, rather than supervised</b> Works on own initiative, seeks advice as necessary	3
<b>13. Physical Effort</b>	<b>Occasional/Frequent moderate effort for several short periods</b> Transports , manoeuvres heavy resource materials several times a day	2(c) /3 (c)
<b>14. Mental Effort</b>	<b>Frequent concentration; work pattern predictable</b> Concentration for responding to enquiries and providing advice	2(a)
<b>15. Emotional Effort</b>	<b>Exposure to distressing or emotional circumstances is rare</b> Exposure to emotional or distressing circumstances is rare	1(a)
<b>16. Working Conditions</b>	<b>Exposure to unpleasant conditions is rare/Frequent use of road transportation</b> Office conditions/Frequent requirement to use road transportation or to drive for GP surgery/site visits	1 /2(c)
<b>JE Score/band</b>	<b>JE Score 258* - 315</b>	<b>Band 4*</b>

\*Generic job grade boundary provisions apply – see cover page note

**Profile Label:****Clinical Audit Facilitator Analyst****Job Statement:**

1. Implements clinical audit through involvement in design, analysis, data collection, report preparation, dissemination of audit results.
2. Communicates audit results orally and in writing to own and other professions, assists healthcare and other staff interpretation of audit results.
3. Provides advice on data collection and analysis methods to other researchers and clinicians.
4. Provides training on audit methodologies.

Factor	Relevant Job Information	JE level	JE score
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive complex information, persuasive skills required/ present complex information to large groups</b> Communicates data analysis and interpretation advice to clinicians, trains, advises on appropriate techniques/ presents audit findings to conferences or other large groups	4 (a) – 5(b)	32-45
<b>2. Knowledge, Training &amp; Experience</b>	<b>Expertise within specialism underpinned by theoretical knowledge &amp; experience</b> Knowledge of clinical audit processes, procedures, methodologies plus statistical techniques, acquired through training, experience to degree level equivalent	5	120
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Complex facts or situations, requiring analysis, interpretation, comparison of options</b> Design of audit approaches, analysis & interpretation of audit results	4	42
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan straightforward tasks, some ongoing/ plan and organise complex activities requiring formulation and adjustment</b> Plans own audit workload/ plans audit programme, training programmes	2-3	15-27
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice</b> Keyboard, driving skills	2	15
<b>6. Responsibility for Patient/Client Care</b>	<b>Assists patients/clients/relatives during incidental contacts</b> May have contact with patients as part of audit activity	1	4
<b>7. Responsibility for Policy/Service Development</b>	<b>Follow policies in own role, may be required to comment/ implement policies, proposes changes to practices for own area of work</b> Follows departmental policies/ ensures implementation of policies, contributes to development of local clinical audit policies and procedures	1-2	5-12
<b>8. Responsibility for Financial &amp; Physical Resources</b>	<b>Personal duty of care in relation to equipment and resources/ main stock control</b> Responsible for safe use of organisation resources and equipment/ orders supplies for area of work	1-2(b)	5-12
<b>9. Responsibility for Human Resources</b>	<b>Provide training in own discipline/ provide specialist training</b> Provides training in audit, analysis methodologies to clinicians and others/ provides specialist audit training to other professions	2(c)-3(c)	12-21
<b>10. Responsibility for Information Resources</b>	<b>Regular requirement to use computer software to create reports, documents, drawings/ adapt, design information systems to meet specifications of others</b> Develop spreadsheet and other tools for audit approaches/ responsible for development and maintenance of audit database for organisation	3(b) (c)	16
<b>11. Responsibility for Research &amp; Development</b>	<b>Research as major part of work</b> Complex audit/research activities as major part of work	3	21
<b>12. Freedom to Act</b>	<b>Clearly defined occupational policies</b> Works to agreed audit programme, work is managed rather than supervised	3	21
<b>13. Physical Effort</b>	<b>Combination of sitting, standing, walking/ restricted position for long periods</b> Light physical effort/ long periods at keyboard, constrained position for data analysis	1-2(a)	3-7
<b>14. Mental Effort</b>	<b>Frequent concentration, work pattern predictable</b> Concentration for audit design, data analysis, teaching activities	2(a)	7
<b>15. Emotional Effort</b>	<b>Rare exposure to distressing or emotional circumstances</b> Limited contact with patients, clients	1(a)	5
<b>16. Working Conditions</b>	<b>Rare exposure to unpleasant conditions/ use VDU continuously</b> Office conditions/ lengthy periods of VDU use for data analysis	1-2(e)	3-7
<b>JE Band / Score</b>		<b>Band 5</b>	<b>326-382</b>

**Profile Label :**  
**Job Statement:**

**Health Improvement Practitioner**

1. Contributes to, and advises on, the development and implementation of local health improvement programmes.
2. Develops and maintains public health information and support structures
3. Facilitates and provides training courses in own area of expertise
4. May maintain information directories, data collection systems

<b>Factor</b>	<b>Relevant Job Information</b>	<b>JE Level</b>
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive complex, sensitive information; persuasive, motivational, negotiating, training skills required</b> Liaises with external agencies or General Practice on Public Health developments and health improvement programmes, persuades and influence agencies to address health inequalities. May communicate with e.g. the media; skills for delivering training in own area of expertise	4 (a)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Specialist knowledge across range of procedures underpinned by theory</b> Knowledge of public health /health improvement, acquired through training, extended courses and experience to degree level equivalent	5
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Range of facts or situation, requiring analysis</b> Analysis of health data and effectiveness of public health initiatives and programmes, judgements on content of press releases	3
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise straightforward tasks, some ongoing /Plan and organise complex activities or programmes, requiring formulation, adjustment</b> Organises health improvement events/ Co-ordinates and organises multi -agency groups, project manages public health programmes.	2-3
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice</b> Standard driving, keyboard skills, use of training equipment	2
<b>6. Responsibility for Patient/Client Care</b>	<b>Provide advice in relation to care</b> Provides health improvement advice which supports the care and education of patients.	4 (c)
<b>7. Responsibility for Policy / Service Development</b>	<b>Propose policy or service changes, impact beyond own area</b> Implements national and local policies within local community, policies impact across a large number of community groups, areas.	3
<b>8. Responsibility for Financial &amp; Physical Resource</b>	<b>Maintain stock control; authorised signatory, small payments/ monitor budgets or financial initiatives</b> Maintains stock and resources levels; Authorise payments for goods and services required for public health work/ monitors project budgets	2(c)(d) – 3(c)
<b>9. Responsibility for Human Resources</b>	<b>Day to day co-ordinate of staff; Provide practical training; Teach/deliver specialist training</b> Co-ordinates work of Resource Assistants; Provides a range of training for staff / provides training in a range of public health areas	2(a) (c) - 3 (c)
<b>10. Responsibility for Information Resources</b>	<b>Occasional requirement to develop or create reports, documents, drawings /Regular requirement to develop or create reports, documents, drawings; responsible for maintaining one or more information systems, significant job responsibility</b> Occasional requirement to create a range of publications using desk top publishing and other software, requiring adjustment and manipulation of information / produce reports, public health information material; develops and maintains health improvement directories	2 (b) – 3(b)(c)
<b>11. Responsibility for Research &amp; Development</b>	<b>Occasionally participate in R &amp; D/ Regularly undertake R &amp; D activity</b> Undertakes public health audits and trials and public involvement surveys as & when required.	1-2(a)
<b>12. Freedom to Act</b>	<b>Clearly defined occupational policies, work is managed, rather than supervised</b> Guided by national, local policies and local health improvement programmes. Guidance available as required.	3
<b>13. Physical Effort</b>	<b>Combination of sitting standing and walking/Occasional moderate effort for several short periods</b> May lift health improvement materials/Moves display equipment	1/2 (d)
<b>14. Mental Effort</b>	<b>Frequent concentration; work pattern predictable</b> Concentration required in the development and analysis of public health reports and evidence reviews	2 (a)
<b>15. Emotional Effort</b>	<b>Exposure to distressing or emotional circumstances is rare/ Occasional distressing or emotional circumstances</b> Limited exposure to distressing or emotional circumstances within the workplace/exposure to distressed staff or members of the public during group work	1(a) – 2(a)
<b>16. Working Conditions</b>	<b>Exposure to unpleasant conditions is rare</b> Office conditions	1
<b>JE Score/band</b>	<b>JE Score 329 – 383</b>	<b>Band 5</b>

**Job Profile:**  
**Job Statement:**

**Graphic Designer**

1. Creates and develops graphic design products for the NHS and external clients
2. Develops visual materials in a wide variety of formats from print to multimedia using paper and computer systems
3. Designs and develops training materials and presentations, provide graphic design advice
4. Manages and secures equipment and materials for graphic design service.

Factor	Relevant Job Information	JE Level
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive complex, sensitive information; Persuasive, motivational, negotiating, training skills are required</b> Communicates design options to clients utilising the available technologies which can be complex; promotes appropriate solutions	4(a)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Specialist knowledge across range of procedures underpinned by theory</b> Knowledge of printing, computing techniques & multimedia theory & practice acquired through relevant degree and additional specialist knowledge	6
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Range of facts or situations requiring comparison of a range of options/ Complex facts or situations requiring analysis, interpretation, comparison of a range of options.</b> Complex analysis of designs, design recommendations and multy media debugging /Interpretation of client specification, option appraisal of appropriate solutions and formats, fault finding on technologies used	3-4
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise complex activities or programmes, requiring formulation, adjustment</b> Coordinates external suppliers eg printers, photographers, in line with given project timescale and budget; plans design of products and introduction of new equipment.	3
<b>5. Physical Skills</b>	<b>Developed physical skills: advanced keyboard use/Highly developed physical skills, high degree of precision</b> Manipulation of graphic design and photographic equipment and materials, use of graphic design software/high level of hand eye and sensory coordination required	3(a)-4
<b>6. Responsibility for Patient/Client Care</b>	<b>Assist patients /clients during incidental contacts</b> Contact with patients is incidental	1
<b>7. Responsibility for Policy / Service Development</b>	<b>Implement policies and propose changes to practices, procedures for own area</b> Implements and develops procedures and policies for the graphic design service.	2
<b>8. Responsibility for Financial &amp; Physical Resource</b>	<b>Purchase of some supplies; Hold delegated budget</b> Purchase of graphic design and photographic equipment, software and materials; holds delegated graphics maintenance budget	3(b), 3(d)
<b>9. Responsibility for Human Resources</b>	<b>Provide practical training</b> Runs practical workshops on graphic design for NHS and external clients	2(c)
<b>10. Responsibility for Information Resources</b>	<b>Regular requirement to develop or create reports, documents, drawings</b> Develops a variety of health improvement promotional aides and design products including leaflets, posters, graphs & multimedia CD ROMs using computer aided design technology & software	3(b)
<b>11. Responsibility for Research &amp; Development</b>	<b>Undertake surveys or audits, as necessary to own work</b> Staff surveys	1
<b>12. Freedom to Act</b>	<b>Broad occupational policies</b> Lead specialist for graphic design	4
<b>13. Physical Effort</b>	<b>Combination of sitting, standing, walking/ Frequent sitting or standing in a restricted position</b> Occasional or constant use of key board to develop graphic designs	1 - 2(a)
<b>14. Mental Effort</b>	<b>Frequent concentration; work pattern unpredictable; occasional prolonged concentration</b> Concentration on design solutions and products, frequent interruptions cause reprioritisation of workload; concentration on designs over long periods	3(a)(b)
<b>15. Emotional Effort</b>	<b>Exposure to distressing or emotional circumstances is rare</b> Little exposure to distressing circumstances	1(a)
<b>16. Working Conditions</b>	<b>Use VDU equipment more or less continuously</b> Computer based designed work	2 (e)
<b>JE Score/band</b>	<b>JE Score 398 – 432</b>	<b>Band 6</b>

**Profile Label:**  
**Job Statement:**

**Health Improvement Practitioner Specialist**

1. Contributes to, and advises on the development and implementation of specialist local health improvement programmes.
2. Develops and maintains public health information and support structures
3. Facilitates/ leads multi-agency public health group work and community-based health needs assessment; implements monitoring and evaluation mechanisms to assess the impact of community action on health
4. Provides training to a range of staff and community groups

Factor	Relevant Job Information	JE Level
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive complex, sensitive information; persuasive, motivational, negotiating, training skills are required/ Present complex, sensitive or contentious information to large groups</b> Liaises with external agencies or General Practice, persuades and influences agencies to address health inequalities, skills for training in own specialist area/ presentations on range of issues to large groups e.g. child protection, sexual health.	4 (a)-5(b)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Specialist knowledge across range of procedures underpinned by theory</b> Knowledge of public health field acquired through relevant degree, supplemented by specialist public health improvement knowledge, acquired through training, extended courses and experience to post graduate diploma level equivalent	6
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Complex facts or situations requiring analysis, interpretation, comparison of a range of options.</b> Analysis, evaluation of health data and effectiveness of public health initiatives and programmes. Identifies and assesses alternative approaches and the required resources.	4
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise complex activities or programmes, requiring formulation, adjustment</b> Co-ordinates and organises multi- agency groups, project manages public health programmes, initiatives.	3
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice/</b> Standard driving, keyboard skills, use of training equipment	2
<b>6. Responsibility for Patient/Client Care</b>	<b>Provide specialised advice in relation to care</b> Provides specialised health improvement advice which supports the care and education of patients.	5 (c)
<b>7. Responsibility for Policy / Service Development</b>	<b>Propose policy or service changes, impact beyond own area</b> Implements national and local policies within local community, policies impact across a large number of community groups, areas.	3
<b>8. Responsibility for Financial &amp; Physical Resource</b>	<b>Maintain stock control ;Authorised signatory, small payments/ Monitor budgets or financial initiatives</b> Maintains stock and resources levels; Authorise payments for goods and services required for public health work/ monitors project budgets	2(c)(d) – 3(c)
<b>9. Responsibility for Human Resources</b>	<b>Day to day supervision; Provide practical training/ Teach/deliver specialist training</b> Allocates work to staff; provides a range of training for staff / provides training in a range of public health areas	2(a), 2(c), 3 (c)
<b>10. Responsibility for Information Resources</b>	<b>Occasional requirement to develop or create reports, documents, drawings /Regular requirement to develop or create reports, documents, drawings; responsible for maintaining one or more information systems, significant job responsibility</b> Occasional requirement to create a range of publications using desk top publishing and other software, requiring adjustment and manipulation of information / produce reports, public health information material; develops and maintains health improvement directories	2 (b) – 3(b)(c)
<b>11. Responsibility for Research &amp; Development</b>	<b>Occasionally participate in R &amp; D/ Regularly undertake R &amp; D activity</b> Undertakes public health audits and trials and public involvement surveys as & when required.	1-2(a)
<b>12. Freedom to Act</b>	<b>Clearly defined occupational policies, work is managed, rather than supervised / Broad occupational policies</b> Guided by national, local policies and local health improvement programmes, guidance available on request / Lead health improvement specialist for own health improvement area	3 - 4
<b>13. Physical Effort</b>	<b>Combination of sitting standing and walking</b> May lift health improvement materials	1
<b>14. Mental Effort</b>	<b>Frequent concentration; work pattern predictable</b> Concentration required in the development and analysis of public health reports and evidence reviews	2 (a)
<b>15. Emotional Effort</b>	<b>Exposure to distressing or emotional circumstances is rare/ Occasional distressing or emotional circumstances</b> Limited exposure to distressing or emotional circumstances within the workplace/exposure to distressed staff or members of the public during group work	1(a) – 2(a)
<b>16. Working Conditions</b>	<b>Exposure to unpleasant conditions is rare</b> Office conditions	1
<b>JE Score/band</b>	<b>JE Score 400 – 462</b>	<b>Band 6</b>



**Profile Label: Clinical Audit Facilitator Specialist**

- Job Statement:**
1. Implements clinical audit forward plan and strategy through project design, analysis, report preparation, dissemination of series of audits, action planning of all aspects of audit cycle, plans, implements and facilitates allocated audit projects
  2. Communicates audit results orally and in writing, provides basic and advanced training to other professions, assists clinical staff in interpretation of audit results
  3. Contributes to development of health equity/ clinical audit policies and protocols.

Factor	Relevant Job Information	JE level	JE score
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive complex information, persuasive skills required/ present complex information to large groups</b> Communicates data analysis and interpretation advice to clinicians, trains, advises on appropriate techniques/ presents audit findings to conferences or other large groups	4 (a) – 5(b)	32-45
<b>2. Knowledge, Training &amp; Experience</b>	<b>Specialist knowledge across range of procedures and practices underpinned by theoretical knowledge &amp; experience</b> Knowledge of clinical audit processes, procedures, methodologies plus statistical techniques, project and change management acquired through training, experience to degree level equivalent plus experience of clinical audit	6	156
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Complex facts or situations, requiring analysis, interpretation, comparison of options</b> Design of audit approaches, analysis & interpretation of audit results	4	42
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise complex activities requiring formulation and adjustment</b> Plans audit projects, co-ordinates clinician involvement, training programmes	3	27
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice</b> Keyboard, driving skills	2	15
<b>6. Responsibility for Patient/Client Care</b>	<b>Assists patients/clients/relatives during incidental contacts</b> May have contact with patients as part of audit activity	1	4
<b>7. Responsibility for Policy/Service Development</b>	<b>Implement policies, proposes changes to practices for own area of work/ impact on other areas</b> Ensures implementation of policies, contributes to development of local clinical audit protocols/ impact on clinical audit activities	2-3	12-21
<b>8. Responsibility for Financial &amp; Physical Resources</b>	<b>Personal duty of care in relation to equipment and resources/ main stock control</b> Responsible for safe use of organisation resources and equipment/ orders supplies for area of work	1-2(b)	5-12
<b>9. Responsibility for Human Resources</b>	<b>Teaching, delivery of specialist training</b> Provides specialist audit training across organisation	3(c)	21
<b>10. Responsibility for Information Resources</b>	<b>Regular requirement to use computer software to create reports, documents, drawings/ adapt, design information systems to meet specifications of others</b> Develop spreadsheet and other tools for audit approaches, creation of audit data collection tools, clinical audit governance database/ responsible for development and maintenance of audit database for organisation	3(b)(c)	16
<b>11. Responsibility for Research &amp; Development</b>	<b>Research as major part of work</b> Audit activities as major part of work, quality assurance process.	3	21
<b>12. Freedom to Act</b>	<b>Broad occupational policies</b> Works autonomously on audit projects, lead specialist for audit area	4	32
<b>13. Physical Effort</b>	<b>Combination of sitting, standing, walking/ restricted position for long periods</b> Light physical effort/ long periods at keyboard, constrained position for data analysis	1-2(a)	3-7
<b>14. Mental Effort</b>	<b>Frequent concentration, work pattern predictable</b> Concentration for audit design, data analysis, teaching activities, report writing	2(a)	7
<b>15. Emotional Effort</b>	<b>Rare exposure to distressing or emotional circumstances</b> Limited contact with patients, clients	1(a)	5
<b>16. Working Conditions</b>	<b>Rare exposure to unpleasant conditions/ use VDU continuously</b> Office conditions/ lengthy periods of VDU use for data analysis	1-2(e)	3-7
<b>JE Band / Score</b>		<b>Band 6</b>	<b>401-438</b>

**Profile Label: Public Health Researcher****Job Statement:**

1. Monitors and develops public health research activity within NHS.
2. Designs, conducts, analyses and disseminates research findings and reports
3. Advises on and monitors research conducted by other health professionals

Factor	Relevant Job Information	JE Level	JE Score
<b>1 Communication &amp; Relationship Skills</b>	<b>Provide and receive complex information; persuasive, motivational, negotiating, training skills required; present complex information to large groups</b> Communicates public health research matters to non-public health professionals; trains staff./Communicates conclusions drawn from, and implications of results from public health analyses to a wide range of internal and external staff, guiding them on a certain course of action; develops and delivers formal, complex presentations to large groups on research topics	4ab-5b	32-45
<b>2 Knowledge, Training &amp; Experience</b>	<b>Highly developed specialist knowledge, underpinned by theory and experience.</b> In depth specialist knowledge of research techniques, analysis and the use of information across the NHS acquired through degree or equivalent plus additional specialist knowledge acquired through training and relevant experience to masters degree level or equivalent.	7	196
<b>3 Analytical &amp; Judgemental Skills</b>	<b>Complex facts or situations requiring analysis, interpretation, comparison of a range of options / highly complex facts or situations requiring analysis, interpretation, comparison of a range of options.</b> Analyses, investigates and resolves complex statistical/analytical/research queries and issues/problems, where there are a range of solutions/ analyses, interprets and resolves highly complex statistical/research problems where there is no precedent or where leading opinions may conflict.	4-5	42-60
<b>4 Planning &amp; Organisational Skills</b>	<b>Plan and organise complex activities requiring formulation, adjustment</b> Project management; prepares plans for research	3	27
<b>5 Physical Skills</b>	<b>Physical skills obtained through practice</b> Standard keyboard skills.	2	15
<b>6 Responsibility for Patient/Client Care</b>	<b>Assists patients/clients during incidental contact</b> Contact with patients is incidental or part of the research.	1	4
<b>7 Responsibility for Policy / Service Development</b>	<b>Implement policies and propose changes to practices, procedures for own area</b> Implements public health research policies and procedures in own area	2	12
<b>8 Responsibility for Financial &amp; Physical Resource</b>	<b>Personal Duty of care in relation to equipment resources</b> Responsible for safe use of organisation resources and equipment.	1	5
<b>9 Responsibility for Human Resources</b>	<b>Teaching/delivery of specialist training</b> Trains health professionals and others on project and research methodology techniques	3c	21
<b>10 Responsibility for Information Resources</b>	<b>Regular requirement to develop or create reports; Responsible for maintaining one or more information systems, significant job responsibility</b> Creates reports containing research data. Responsible for storing, safeguarding and transferring research data.	3bc	16
<b>11 Responsibility for Research &amp; Development</b>	<b>Co-ordinate, implement R&amp;D activity as job requirement/</b> Ensures that different parts of the project are progressing on schedule	4	32
<b>12 Freedom to Act</b>	<b>Broad occupational policies</b> Works to achieve agreed objectives and is given freedom to do this in own way working within broad professional or organisational policies. Lead specialist.	4	32
<b>13 Physical Effort</b>	<b>A combination of sitting, standing and walking with little requirement for physical effort.</b> Desk based, likely to attend meetings throughout the working week.	1	3
<b>14 Mental Effort</b>	<b>Frequent requirement for concentration, work pattern is unpredictable; occasional prolonged concentration</b> Concentration required when analysing statistical information, writing reports interruptions to answer customer queries; requirement to concentrate for long periods on complex data analysis	3a,b	12
<b>15 Emotional Effort</b>	<b>Exposure to distressing or emotional circumstances is rare</b> Some contact with interviewees	2a	11
<b>16 Working Conditions</b>	<b>Exposure to unpleasant conditions is rare</b> Office conditions.	1	3
<b>JE Band / Score</b>		<b>Band 7*</b>	<b>463*-494</b>

\* Generic job grade boundary provisions apply – see cover page note.

**Profile Label: Clinical Governance Practitioner**

Example of job titles: Clinical Governance Advisor/ Manager, Clinical Risk Manager

**Job Statement:**

1. Leads on Clinical Governance issues for speciality or organisation
2. Investigates clinical and other incidents and implements risk management procedures for the speciality or organisation
3. Develops Clinical Governance information materials and participates in education and training programmes
4. Manages Clinical Governance/Risk Management Service for a Speciality/Service.

Factor	Relevant Job Information	JE Level	JE Score
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive complex, sensitive information; persuasive, motivational, negotiating, training skills are required/hostile, antagonistic or emotive atmosphere</b> Communicates sensitive information concerning clinical governance issues with patients, relatives and staff/in highly charged situations	4(a)-5(c)	32-45
<b>2. Knowledge, Training &amp; Experience</b>	<b>Highly developed specialist knowledge, underpinned by theory and experience</b> Professional knowledge plus additional specialist clinical governance and risk management knowledge acquired through training and experience to Master's level equivalent	7	196
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Complex facts or situations requiring analysis, interpretation, comparison of a range of options</b> Investigates and analyses clinical and other incidents, reviews research and national guidelines to improve practice	4	42
<b>4. Planning &amp; Organisational Skills</b>	<b>Complex activities or programmes, requiring formulation, adjustment</b> Co-ordinates education programmes and policy development for other professional staff and external bodies	3	27
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice/developed physical skills; advanced sensory skills</b> Standard driving, keyboard skills; use of clinical equipment / physical skills to maintain clinical practice	2 – 3(a)	15 - 27
<b>6. Responsibility for Patient/Client Care</b>	<b>Provide highly specialised advice concerning care</b> Leads and provides Clinical Governance advice to clinicians	6 (c)	39
<b>7. Responsibility for Policy/Service Development</b>	<b>Implement policies and propose changes to practices, procedures for own area /propose policy or service changes, impact beyond own area</b> Develops policy for speciality/impacts on other areas, agencies	2 - 3	12 - 21
<b>8. Responsibility for Financial &amp; Physical Resources</b>	<b>Personal duty of care in relation to equipment, resources/ Authorised signatory, small payments</b> Personal duty of care for equipment used/authorised signatory for small cash/financial payments	1 – 2d	5 - 12
<b>9. Responsibility for Human Resources</b>	<b>Teach/deliver specialist training</b> Undertakes Specialist training in clinical governance issues	3(c)	21
<b>10. Responsibility for Information Resources</b>	<b>Record personally generated information</b> Maintains Clinical Governance information	1	4
<b>11. Responsibility for Research &amp; Development</b>	<b>Regularly undertake R &amp; D activity</b> Clinical practice audits	2(a)	12
<b>12. Freedom to Act</b>	<b>Broad occupational policies</b> Lead specialist for clinical governance, risk management for specialist area	4	32
<b>13. Physical Effort</b>	<b>Light physical effort for short periods</b> Light physical effort	1	3
<b>14. Mental Effort</b>	<b>Frequent concentration; work pattern predictable / Frequent concentration; work pattern unpredictable</b> Investigating incidents and complaints, writing reports / work interrupted to deal with new incidents	2(a) – 3(a)	7 -12
<b>15. Emotional Effort</b>	<b>Frequent distressing or emotional circumstances</b> Investigates clinical incidents, supports patients, staff and relatives	3(a)	18
<b>16. Working Conditions</b>	<b>Occasional/frequent unpleasant conditions; occasional highly unpleasant conditions</b> Conditions related to area of practice	2(a)-3(a)(b)	7-12
<b>JE Score/Band</b>		<b>Band 7</b>	<b>472 - 523</b>

Profile Label:  
Job Statement::

Health Improvement Practitioner Advanced

1. Contributes to and advises on the development and implementation of specialist local health improvement programmes, evaluates effectiveness
2. Promotes public involvement in planning, development, implementation and evaluation of public health improvement activities.
3. Facilitates multi-agency public health group work and community-based health needs assessment
4. Supervises public health staff; may manage public health staff.

Factor	Relevant Job Information	JE Level
1. Communication & Relationship Skills	<b>Provide and receive complex information; persuasive, motivational, negotiating, training skills are required</b> <b>/ Present complex, sensitive or contentious information to large groups</b> Communicates sensitive information to a range of different agencies, requiring persuasive and negotiating skills/ presentations on range of issues to large groups e.g. child protection, sexual health	4(a) - 5(b)
2. Knowledge, Training & Experience	<b>Highly developed specialist knowledge, underpinned by theory and experience</b> Knowledge of specialist public health field acquired through relevant degree plus additional training or experience to masters degree or equivalent	7
3. Analytical & Judgemental Skills	<b>Complex facts or situations requiring analysis, interpretation, comparison of a range of options.</b> In-depth analysis, interpretation of health information and effectiveness of specialist public health initiatives and programmes. Identifies and assesses alternative solutions.	4
4. Planning & Organisational Skills	<b>Plan and organise complex activities or programmes, requiring formulation, adjustment/ Plan and organise broad range of complex activities; formulates, adjusts plans or strategies</b> Identifies priorities and develops action plans for joint health improvement programmes, plans integration of policies and strategies /Develop and implement long term plans and strategies across a range of agencies and community groups	3 - 4
5. Physical Skills	<b>Physical skills obtained through practice</b> Standard driving, keyboard skills	2
6. Responsibility for Patient/Client Care	<b>Provide highly specialised advice concerning care</b> Provides highly specialised advice to primary care teams, general practice, local authorities and community groups in respect of health improvement activities and evidence based practice.	6 (c)
7. Responsibility for Policy / Service Development	<b>Responsible for policy implementation and development for more than one area of activity</b> Implements and develops a range of health improvement policies within local community which impact across a wide range of community groups and primary care teams	4
8. Responsibility for Financial & Physical Resource	<b>Monitor budgets or financial initiatives; Hold delegated budget</b> Monitors project budgets; Holds delegated budget for health improvement projects and targeted strategies.	3(c) (d)
9. Responsibility for Human Resources	<b>Day to day supervision; Provide practical training/ Day to day management; Teach/deliver specialist training</b> Allocates work to staff; provides a range of training for staff / Responsible for the recruitment & selection, appraisal and co-ordination of a group of public health staff; provides training in a range of public health areas e.g. community groups	2(a), 2(c), 3(a), 3 (c)
10. Responsibility for Information Resources	<b>Record personally generated information /Occasional requirement to develop or create reports, documents, drawings</b> Records personally generated data/Create a range of publications using desk top publishing and other software, requiring adjustment and manipulation of information	1/2 (b)
11. Responsibility for Research & Development	<b>Regularly undertake R &amp; D activity</b> Undertakes detailed public health audits and trials and public involvement surveys	2(a)
12. Freedom to Act	<b>Broad occupational policies</b> Lead specialist for own health improvement area	4
13. Physical Effort	<b>Combination of sitting standing and walking</b> May lift health improvement materials	1
14. Mental Effort	<b>Frequent concentration; work pattern predictable</b> Concentration required in the development and analysis of public health reports and evidence reviews	2 (a)
15. Emotional Effort	<b>Exposure to distressing or emotional circumstances is rare/ Occasional distressing or emotional circumstances</b> Limited exposure to distressing or emotional circumstances within the workplace/exposure to distressed staff or members of the public during group work	1(a) – 2(a)
16. Working Conditions	<b>Exposure to unpleasant conditions is rare</b> Office conditions	1
JE Score/band	<b>JE Score 482 – 530</b>	<b>Band 7</b>

**Profile Label: Public Health Research & Development Manager**

**Job Statement:**

1. Manages and develops an effective Research and Development Unit on public health
2. Provides the NHS organisation with evidence-based information for the decision making process on strategic public health issues,
3. Responsible for relevant evaluations of health projects and to link with other research staff, both internally and externally

Factor	Relevant Job Information	JE Level	JE Score
<b>1 Communication &amp; Relationship Skills</b>	<b>Provides and receives highly complex, sensitive or contentious information, agreement or cooperation is required; presents complex, sensitive, or contentious information to a large group of staff.</b> Communicates analytical/statistical/research results and issues to a wide range of internal and external staff, guiding them on a certain course of action; conveys research concepts; develops and delivers formal, complex presentations to large groups.	5ab	45
<b>2 Knowledge, Training &amp; Experience</b>	<b>Highly developed specialist knowledge, underpinned by theory and experience.</b> In depth specialist knowledge of statistics/research /information analysis and research techniques acquired through degree or equivalent plus additional knowledge of staff or project management acquired through training and relevant experience to masters degree level or equivalent.	7	196
<b>3 Analytical &amp; Judgemental Skills</b>	<b>Judgements involving highly complex facts or situations, requiring the analysis, interpretation and comparison of a range of options.</b> Analyses, interprets and resolves highly complex research problems where there is no precedent and where other leading opinions may conflict.	5	60
<b>4 Planning &amp; Organisational Skills</b>	<b>Plan and organise broad range of complex activities; formulates, adjusts plans or strategies/Formulate long- term, strategic plans, involving uncertainty, may impact across the whole organisation</b> Plans project, prepares plans, strategies for department; contributes to planning and formulation of strategies for service/ responsible for creating and amending long term plans and strategies which cross the whole organisation.	3-4	27-42
<b>5 Physical Skills</b>	<b>Physical skills obtained through practice</b> Standard keyboard skills	2	15
<b>6 Responsibility for Patient/Client Care</b>	<b>Assists patients/clients during incidental contact</b> Contact with patients is incidental.	1	4
<b>7 Responsibility for Policy / Service Development</b>	<b>Propose policy or service changes, impact beyond own area/responsible for policy implementation and development for a service</b> Proposes changes to and redesigns research proposals as appropriate, and local managerial policies and procedures which have an impact on other areas, /develops changes to policy, leads service redesign which impacts across the organisation	3-4	21-32
<b>8 Responsibility for Financial &amp; Physical Resource</b>	<b>Budget holder for a department/service; responsible for budget setting for a department/service.</b> Departmental budget holder, responsible for setting and monitoring department budget. May also be responsible for project budgets.	4ab	32
<b>9 Responsibility for Human Resources</b>	<b>Day to day management; Teach/deliver specialist training /Line manager for single function or department</b> Responsible for day to day management, including recruitment, appraisal, discipline, training; delivery of specialist training programmes, e.g. on public health concepts, research methodology techniques / Responsible for line management of a single function or department, including recruitment, performance, training, career development	3ac-4a	21-32
<b>10 Responsibility for Information Resources</b>	<b>Regular requirement to develop or create reports; Responsible for maintaining one or more information systems, significant job responsibility</b> Creates reports; responsibility for maintaining physical or electronic database. Responsible for storing, safeguarding and transferring research data in line with national and local guidance.	3bc	16
<b>11 Responsibility for Research &amp; Development</b>	<b>Co-ordinate, implement R&amp;D activity as job requirement</b> Ensures that different parts of the project are progressing on schedule	4	32
<b>12 Freedom to Act</b>	<b>General policies, needs to establish interpretation.</b> Ongoing requirement to act with minimum guidelines, setting standards for others, establishing how professional and administrative policies should be interpreted and implemented.	5	45
<b>14 Mental Effort</b>	<b>Frequent requirement for concentration, work pattern is unpredictable; occasional prolonged concentration</b> Concentration required when analysing research information, writing reports, interruptions to answer customer queries; requirement to concentrate for long periods on complex data analysis	3a,b	12
<b>13 Physical Effort</b>	<b>A combination of sitting, standing and walking .</b> Light physical effort.	1	3
<b>15 Emotional Effort</b>	<b>Occasional exposure to distressing or emotional circumstances</b> Deals with staff performance and disciplinary issues, project performance issues	2a	11
<b>16 Working Conditions</b>	<b>Exposure to unpleasant conditions is rare</b> Office conditions.	1	3
<b>JE Band / Score</b>		<b>Band 8a</b>	<b>543-580</b>

**Profile Label:**  
**Job Statement:**

**Health Improvement Principal**

1. Plans and leads the operational/strategic development & delivery of a health improvement service including public awareness programmes.
2. Manages the development and commissioning of health improvement needs assessment and research
3. Provides specialist advice on the use of health improvement/resources
4. Manages or leads health improvement staff and resources
5. May co-ordinate the development of public/ professional educational and training programmes and campaigns

Factor	Relevant Job Information	JE Level
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive highly complex, sensitive or contentious information; agreement or co-operation required; Present complex, sensitive or contentious information to large groups</b> Communicates on complex public health issues including research within different communities; negotiates with local partners on the resources and deployment of health improvement staff; influences major stakeholders; presentations on range of issues to large groups	5 (a), 5(b)
<b>2. Knowledge, Training &amp; Experience</b>	<b>Highly developed specialist knowledge, underpinned by theory and experience</b> Knowledge of specialist public health fields acquired through relevant degree plus additional training or experience to masters degree or equivalent	7
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Complex facts or situations requiring analysis, interpretation, comparison of a range of options /Highly complex facts or situations requiring analysis, interpretation, comparison of a range of options</b> In-depth analysis, interpretation of health information and effectiveness of initiatives and programmes. Identifies and assesses alternative solutions /Highly complex analysis of public health interventions utilising data where a range of diverse and different opinions may exist from different agencies some of which may be contentious.	4-5
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise broad range of complex activities; formulates, adjusts plans or strategies / Formulate long-term, strategic plans, involving uncertainty, may impact across the whole organisation.</b> Develop, implement, and evaluate long term plans and strategies, impacting on a range of community agencies and strategic partnerships / Strategic planning for health improvement programme to deliver public health initiatives over several years.	4 - 5
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice</b> Standard driving and keyboard skills, use of training equipment	2
<b>6. Responsibility for Patient/Client Care</b>	<b>Provide highly specialised advice concerning care</b> Provides highly specialised advice & expertise on the delivery of health improvement services e.g. smoking cessation and obesity management	6 (c)
<b>7. Responsibility for Policy / Service Development</b>	<b>Responsible for policy implementation and development for more than one area of activity/Responsible for policy implementation and development for directorate or equivalent</b> Implements and develops a range of health improvement policies which impact across a wide range of community groups and primary care teams /Responsible for policy development for a public health programme, contributes to policy at local and national level.	4 - 5
<b>8. Responsibility for Financial &amp; Physical Resource</b>	<b>Monitor budgets or financial initiatives; Hold delegated budget / Budget holder for department/service</b> Monitors project budgets; Holds a delegated budget for specialist area; responsible for securing, co-ordinating and management of health improvement project budgets / budget holder for health improvement team	3(c) (d) – 4(a)
<b>9. Responsibility for Human Resources</b>	<b>Day to day management; Teach/deliver specialist training / Line manager for single function or department</b> Responsible for the recruitment & selection, appraisal, development and co-ordination of a group of public health staff; develops and delivers identified training in a range of public health areas	3(a) (c)– 4(a)
<b>10. Responsibility for Information Resources</b>	<b>Record personally generated information/ Occasional requirement to develop or create reports, documents, drawings</b> Records personally generated information/ Creates health improvement reports	1 – 2(b)
<b>11. Responsibility for Research &amp; Development</b>	<b>R&amp;D activities as major job requirement/Co-ordinate, implement R &amp; D activity as job requirement</b> Undertakes health improvement research projects /Commissions and co-ordinates research projects	3-4
<b>12. Freedom to Act</b>	<b>Broad occupational policies / General policies, need to establish interpretation</b> Lead specialist for public health in local area/ translates national public health policy into local strategy and practical actions or programmes	4 - 5
<b>13. Physical Effort</b>	<b>Light physical effort for short periods</b> Combination of sitting, standing and walking, may lift health improvement materials	1
<b>14. Mental Effort</b>	<b>Frequent concentration; work pattern unpredictable</b> Concentration required in the development and analysis of health improvement reports and evidence reviews, interruptions to deal with staff, service issues	3(a)
<b>15. Emotional Effort</b>	<b>Exposure to distressing or emotional circumstances is rare/ Occasional distressing or emotional circumstances</b> Limited exposure to distressing or emotional circumstances within the workplace/ imparting unwelcome news to staff and the general public	1(a)- 2(a)
<b>16. Working Conditions</b>	<b>Exposure to unpleasant conditions is rare</b> Office conditions	1
<b>JE Score/band</b>	<b>JE Score 533* - 639</b>	<b>Band 8*abc</b>

\* Generic job grade boundary provisions apply – see cover page note.

**Profile Label: Clinical Governance Practitioner (Higher Level)**

Examples of job titles; Clinical Governance Manager, Assistant Director Clinical Governance.

**Job Statement:**

1. Leads on Clinical Governance issues for a division or NHS organisation, provides expert advice
2. Develops Clinical Governance plans, strategy and policy
3. Manages Clinical Governance and Audit teams to ensure delivery of clinical governance targets and requirements
4. Participates in education and training programmes
5. Co-ordinates clinical audit & research
6. May manage a Clinical Governance/Audit budget

Factor	Relevant Job Information	JE Level	JE Score
<b>1. Communication &amp; Relationship Skills</b>	<b>Present complex, sensitive or contentious information to large groups; Provide and receive complex, sensitive or contentious information; hostile, antagonistic or highly emotive atmosphere</b> Presents complex Clinical Governance issues to large groups; Communicates complex and sensitive information concerning clinical governance practice in highly charged situations.	5(b) 5(c)	45
<b>2. Knowledge, Training &amp; Experience</b>	<b>Highly developed specialist knowledge, underpinned by theory and experience</b> Professional knowledge plus additional specialist clinical governance and risk management knowledge acquired through training and experience to Master's level equivalent	7	196
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Complex/Highly complex facts or situations requiring analysis, interpretation, comparison of a range of options</b> Investigates and analyses clinical and other incidents, reviews research and national guidelines to improve practice/Provides judgements where medical practice may differ	4 -5	42 - 60
<b>4. Planning &amp; Organisational Skills</b>	<b>Plan and organise broad range of complex activities; formulates, adjusts plans or strategies/ Formulate long-term, strategic plans, involving uncertainty, may impact across the whole organisation.</b> Develops Clinical Governance, Audit plan for division or NHS organisation/ Responsible for organisation wide Clinical Governance, Audit, effectiveness risk strategies; advises NHS organisation on clinical governance priorities.	4 - 5	42 -60
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice/developed physical skills; advanced sensory skills</b> Standard driving, keyboard skills; use of training & clinical equipment / physical skills to maintain clinical practice	2 – 3(a)	15 - 27
<b>6. Responsibility for Patient/Client Care</b>	<b>Provide highly specialised advice concerning care</b> Leads and provides Clinical Governance advice to clinicians	6 (c)	39
<b>7. Responsibility for Policy/Service Development</b>	<b>Propose policy or service changes, impact beyond own area</b> Develops Clinical Governance policy for Division/ NHS organisation which impacts on other areas, agencies / impact across the organisation	3 - 4	21 - 32
<b>8. Responsibility for Financial &amp; Physical Resources</b>	<b>Authorised signatory, Hold delegated budget / Budget holder for department/service</b> Authorised signatory for staff expenses & supplies, holds a delegated budget/Budget holder for Clinical Governance department	3(a) (d) - 4(a)	21 -32
<b>9. Responsibility for Human Resources</b>	<b>Line manager for single function or department</b> Undertakes Specialist training in clinical governance issues / Manages Clinical Governance department	4(a)	32
<b>10. Responsibility for Information Resources</b>	<b>Data entry, text processing, storage of data/Regular requirement to develop or create reports; Responsible for maintaining one or more information systems, significant job responsibility</b> Enters clinical governance data for different clinical services/ Creates reports; responsibility for maintaining physical or electronic database. Responsible for storing, safeguarding and transferring clinical governance data in line with national and local guidance.	2 -3bc	9 - 16
<b>11. Responsibility for Research &amp; Development</b>	<b>Regularly undertake R &amp; D activity</b> Clinical practice audits	2(a)	12
<b>12. Freedom to Act</b>	<b>Broad occupational policies / General policies, need to establish interpretation</b> Lead specialist for clinical governance, risk management for specialist area /Interprets national guidelines on Clinical Governance, advises organisation, lead expert	4 - 5	32 - 45
<b>13. Physical Effort</b>	<b>Light physical effort for short periods</b> Light physical effort	1	3
<b>14. Mental Effort</b>	<b>Frequent concentration; work pattern unpredictable</b> Concentration for Clinical Governance projects, staff needs	3(a)	12
<b>15. Emotional Effort</b>	<b>Frequent distressing or emotional circumstances</b> Investigates clinical incidents, supports patients, staff and relatives	3(a)	18
<b>16. Working Conditions</b>	<b>Occasional/frequent unpleasant conditions; occasional highly unpleasant conditions</b> Conditions related to area of practice	2(a)- 3(a)(b)	7-12
<b>JE Band / Score</b>		<b>Band 8abc</b>	<b>546 - 641</b>

**Profile Label:**  
**Job Statement**

**Public Health Consultant**

1. Interprets national, regional and local policies to develop inter-agency and interdisciplinary strategic plans and programmes, with delegated Board authority to deliver key public health targets
2. Provides public health advice to support and inform an evidence-based approach within ethical frameworks for commissioning and developing services, including both primary and secondary care, across sectors including local authorities, voluntary organisation.
3. Develops major information and intelligence systems to support public health information across disciplines and organisations.
4. May commission research audits /projects.
5. May manage a team of staff or develop training programmes; may train public health trainees

<b>Factor</b>	<b>Relevant Job Information</b>	<b>JE Level</b>
<b>1. Communication &amp; Relationship Skills</b>	<b>Provide and receive highly complex, sensitive or contentious information; significant barriers to acceptance; hostile, antagonistic or highly emotive atmosphere</b> Receives, interprets and provides epidemiological and statistical information and advice, to NHS, Local Authorities, Voluntary Organisations and members of the public, which may be contentious and generate negative or hostile responses that require sensitive and skilled handling.	6
<b>2. Knowledge, Training &amp; Experience</b>	<b>Advanced theoretical and practical knowledge</b> Public health skills and knowledge to Faculty of Public Health accredited level acquired through degree plus extended specialist training to Faculty membership and fellowship level	8(a)
<b>3. Analytical &amp; Judgemental Skills</b>	<b>Highly complex facts or situations requiring analysis, interpretation, comparison of a range of options</b> Analyses and evaluates both quantitative and qualitative data and research evidence from a range of sources and makes recommendations to inform decision-making which has long-term impact.	5
<b>4. Planning &amp; Organisational Skills</b>	<b>Formulate long-term, strategic plans, involving uncertainty, may impact across whole organisation</b> Leads on the development and delivery of both short- and long-term strategic plans designed to meet local needs and implement government policy, working across organisational boundaries and within a complex and changing strategic environment.	5
<b>5. Physical Skills</b>	<b>Physical skills obtained through practice</b> Standard keyboard skills, driving skills.	2
<b>6. Responsibility for Patient/Client Care</b>	<b>Provides highly specialised advice concerning care</b> Advises on the development of clinical and social care pathways. Advises on Public Health initiatives.	6(c)
<b>7. Responsibility for Policy / Service Development</b>	<b>Responsible for policy implementation and development for directorate or equivalent</b> Leads on the development and implementation of action plans to meet specified public health and health service targets, ensuring these follow national NHS & DH guidance. Works with other NHS and external bodies to develop policies and services.	5
<b>8. Responsibility for Financial &amp; Physical Resource</b>	<b>Authorised Signatory; Monitor budgets or financial initiatives; Hold delegated budget /Budget holder for department /service</b> Authorises payments from budget; monitors payments on service /project; Holds delegated budgets for specified services or projects /Budget holder for service / major project.	3a,c,d- 4a
<b>9. Responsibility for Human Resources</b>	<b>Day to day management/Line manager for a single function or department; Teach, devise training and development programmes, major job responsibility.</b> Day to day management of public health staff including recruitment, appraisal, discipline/ line manager responsible for selection decisions, staff performance & career development; designs and delivers aspects of core training for PH specialist registrars and Specialist Trainees	3a -4(a), (b)
<b>10. Responsibility for Information Resources</b>	<b>Adapt, design information systems to meet specifications of others; Responsible for the operation of one or more information systems for department/ service, major job responsibility.</b> Designs information systems for service/project; oversees, monitors, and regularly reviews at least one local system for collecting and processing public health data (eg smoking cessation database).	4(a), (b)
<b>11. Responsibility for Research &amp; Development</b>	<b>Regularly undertake R&amp;D activity/ as major job requirement /Co-ordinate, implement R&amp;D activity as job requirement</b> Undertakes research projects / major research projects taking up significant amounts of time/ Commissions, develops, and may be responsible for, R&D activity.	2(a)-4
<b>12. Freedom to Act</b>	<b>General policies, need to establish interpretation.</b> Provides strategic leadership in specified areas and is required to interpret Government policy and/or guidance. Initiates appropriate action to ensure implementation at local level	5
<b>13. Physical Effort</b>	<b>Combination of sitting, standing, walking.</b> Office environment with requirement to attend meetings.	1
<b>14. Mental Effort</b>	<b>Occasional intense concentration</b> Periods of intense concentration are required, for example when speaking at public meetings, being interviewed by the press over contentious issues.	4(b)
<b>15. Emotional Effort</b>	<b>Occasional /frequent exposure to distressing or emotional circumstances.</b> Deals with staff performance and disciplinary issues and the public in either open meetings (eg concerning controversial service developments) or on a one-one basis (eg over treatment requests that have been refused).	2(a)-3(b)
<b>16. Working Conditions</b>	<b>Exposure to unpleasant conditions is rare.</b> Office conditions.	1
<b>JE Score/band</b>	<b>JE Score 677 – 726</b>	<b>Band 8d-9</b>