

## Job Descriptions Session Plan

- This training can be delivered by knowledgeable practitioners from e.g. recruitment, HR or job evaluation.
- It is designed to be delivered in Partnership with staff side
- Delivery can be via Teams or in person with groups.
- An accompanying booklet has been produced and this should be distributed to delegates in advance of the session.
- There is an opportunity for questions at the end of the session.
- Trainers can adapt this if they wish to take questions during the session. However, this may affect timings depending on the number of questions asked.
- Tutor notes are included in the presentation

Slide	Title	Notes	Presenter
1	Job Descriptions	Welcome, Introduction and objectives <i>If you are recording the session, remember to tell delegates it is being recorded for use in future training.</i> <i>The recording will be in two segments – job evaluation and job descriptions.</i>	
2	Job Descriptions	See delegate booklet – page 12	
3	Principles of writing a Job Description  Structure of a Job Description	See delegate booklet – page 13	
4 - 17	Structure of a Job Description  <ul style="list-style-type: none"> <li>• Job Identification</li> <li>• Job Purpose</li> <li>• Organisational Chart Position</li> </ul>	See delegate booklet – page 14  This section follows the structure of the NHS Scotland job description template.	

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	<ul style="list-style-type: none"> <li>• Dimensions</li> <li>• Key Result Areas</li> </ul>	<p>The purpose of each section is explained and describes the types of information that should be included.</p> <p>See delegate booklet – page 15 on how to write KRAs</p>	
	<ul style="list-style-type: none"> <li>• Equipment &amp; Machinery / Systems</li> <li>• Assignment &amp; Review of Work Decisions &amp; Judgements sections</li> <li>• The Most Challenging/Difficult Parts of the Job</li> <li>• Communications &amp; Relationships</li> <li>• Physical, Mental, Emotional and Environmental Demands of the Job</li> <li>• Knowledge, Skills and Experience required to do the job</li> <li>• Job Description Agreement</li> </ul>	<p>See delegate booklet – page 14</p> <p>This section follows the structure of the NHS Scotland job description template.</p> <p>The purpose of each section is explained and describes the types of information that should be included.</p> <p>Page 16 of the delegate booklet includes guidance on updating an existing job description and developing one for a new role.</p>	
18	Next steps		
19	Questions?		
	Session close	Stop recording	