

Supporting the transition of staff from band 1 to band 2

Guidance for reviewing job descriptions

Guidance has previously been issued to organisations to establish a project group to manage implementation of the contract refresh. The review of band 1 roles should have been incorporated into this process to ensure there are plans in place to manage the process for moving existing staff on to band 2 and dealing with occurrences where staff wish to remain on band 1.

Keeping staff informed at all stages will be vitally important and open communication should be encouraged. Staff may have concerns about the process or the implications of transitioning to band 2 and employers are advised to ensure consistency and timeliness of information.

Once organisations have identified all band 1 posts, they will need to review the roles to see how they could be expanded to meet the requirements for band 2. Engagement with staff and their representatives is an important part of this process.

Following this engagement, the job description and person specification for the role will need to be revised and agreed in line with the [NHS Job Evaluation scheme](#). Once new job descriptions and person specifications have been agreed, they will need to be subject to the usual job evaluation processes outlined in the [NHS Job Evaluation handbook](#) to ensure there is an internal audit trail for all banding decisions.

The following information is designed to help you understand and reflect the differences between band 1 and band 2.

Typical differences between band 1 and band 2 roles:

Factor	Band 1	Level	Band 2	Level	Comments
Communication and relationship skills	Routine information on job duties internally	1 - 2	Routine information internally and to patients / external contacts	2 - 3	The main difference is that band 2 roles will communicate not just with colleagues but additionally with patients, suppliers and / or other external contacts.
Knowledge, training and experience	Small number of work procedures acquired by induction measured usually in days	1	Range of work procedures acquired by training lasting a number of weeks	2	Some band 1 profiles have an option of level 2. The main difference is the length of training required. Band 1 requires a few days training whereas band 2 roles require training of a few weeks. For roles requiring level 2, here are some examples of suitable areas of knowledge required: <ul style="list-style-type: none"> • Catering staff may need dietary/allergy knowledge, food hygiene certificate or training. • Domestic staff may need control of substances hazardous to health

					<p>(COSHH) training and knowledge of cross infection in a healthcare setting.</p> <ul style="list-style-type: none"> Porters will need health and safety training, knowledge of cross infection and lifting and handling skills. Linen and laundry roles require knowledge of infection control policy and procedures and health and safety policy and procedures, including knowledge of allergies.
Analytical skills	Decisions on routine tasks	1	May make judgements requiring investigative skills	1 - 2	Band 2 jobs will require some degree of problem solving in work area.
Planning and organisation skills	Plans own work	1	Plans own work	1	No differences
Physical skills	Moving and loading objects	2	Moving and loading objects	2	No differences
Responsibility – patient / client care	Incidental contact with patients / may provide basic clinical technical services	1 - 3	Incidental contact with patients / may provide basic clinical technical services	1 - 3	No differences

Responsibility – policy and service	Follows policies in own role	1	Follows policies in own role	1	No differences
Responsibility – finance and physical	Handles cash / valuables	1 - 2	Handles cash / valuables orders and ensures security of stock, may sign timesheets	2 - 3	Band 2 jobs may be required to order stock or sign timesheets.
Responsibility – staff / HR / leadership / training	Guidance to new starters	1	Guidance to new starters	1	No differences
Responsibility – information resources	Processes own time sheets / records	1	Processes own time sheets / records	1	No differences
Responsibility – research and development	Completes for example staff surveys	1	Completes for example staff surveys	1	No differences
Freedom to act	Supervision close by	1	Supervision close by / standard operational procedures with someone close by	1 - 2	Some band 1 profiles have level 2. Band 2 roles will be more guided by standard operating procedures and established practice but with access to someone for advice.
Physical effort	Occasional / frequent moderate effort	2 - 4	Frequent moderate effort	3 - 4	No differences
Mental effort	Concentration for own duties	1 - 2	Concentration for own duties	1 - 2	No differences

Emotional effort	Rarely exposed to distressing consequences	1	Rarely exposed to distressing consequences	1 - 2	No differences
Working conditions	Unpleasant conditions	2 - 4	Unpleasant conditions	2 - 4	No differences

Managers should use the information above in order to draft job descriptions which will match to band 2 profiles. The profiles that should be used for matching are listed below:

- For health records assistant roles, use [health records assistant higher level](#).
- For estates support worker roles, use [estates support worker higher level](#) – this is currently under review but may only result in a change in profile label.
- For finance assistant roles, use [finance assistant higher level](#).
- For catering, laundry, domestic, porter, linen room, sewing room roles, use [support worker higher level](#).

All national job profiles are available on the [NHS Employers website](#).

The NHS Staff Council Executive has already approved the archiving of band 1 profiles for the roles identified in the final bullet point above. Other band 1 profiles will also be archived as soon as this can be approved by the NHS Staff Council Executive.