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| Human Resources |
| National Joint Council (NJC) Job Evaluation Scheme Questionnaire |
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| **This form is to be completed by the manager requesting the evaluation in consultation with the existing post holder where appropriate.** |
| Employee Job Title: |  |
| Employee Post Number (where appropriate): |  |
| Reports To: |  |
| Job Holder’s Name: |  |

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| Does this post require a Disclosure and Barring Service check in line with DBS guidance? YES/NO  (If you are unsure, visit <https://www.gov.uk/find-out-dbs-check> and use the DBS checker tool. If you are still unsure after using the checker, contact DBS customer services at customerservices@dbs.gsi.gov.uk or by telephone: 03000 200 190) |

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| **Knowledge** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Qualifications e.g. GCSE, NVQ, A Level, Degree etc. |  |
| Technical/specialist skills e.g. for IT, use of tools/machinery/equipment. |  |
| Length/amount of training required for the above. |  |
| Any cultural/language knowledge requirement (including BSL). |  |
| Theoretical knowledge (principles/concept/theories). |  |
| Policy, procedural and organisational knowledge. |  |
| Any other relevant information. |  |

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| **Mental Skills** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Analysis, problem solving and judgment skills used – give examples. |  |
| Creative and developmental skills, whether related to design, handling of people or development of policies and procedures. |  |
| Planning and strategic skills – explain how long it takes to put plans together and for what purpose. |  |
| Any other relevant information. |  |

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| **Interpersonal and Communication Skills** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Oral, linguistic, sign and written communication skills and for what purpose. |  |
| Training, motivating, marketing and promotions, interviewing, and counselling. |  |
| Gaining the co-operation of others, advising, persuading, conciliating, negotiating, and meeting the needs of others. |  |
| Any other relevant information. |  |

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| **Physical Skills** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Manual and finger dexterity - for what purpose. |  |
| Hand-eye co-ordination - for what purpose. |  |
| Co-ordination of limbs and sensory co-ordination required and for what use, e.g. keyboarding, driving, use of tools/machinery. |  |
| Any other relevant information. |  |

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| **Initiative and Independence** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Use of initiative and ability to take independent actions. |  |
| Scope of ability to make decisions and examples of these. |  |
| Nature and level of supervision applied and availability of supervisor/manager. |  |
| Level and degree of direction and guidance provided by policies, precedents, procedures and regulations. |  |
| Ability to organise or quality check own work. |  |
| Working as part of a team or in isolation. |  |
| Any other relevant information. |  |

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| **Physical Demands** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Bodily effort (stamina and strength), e.g. for standing and walking, lifting and carrying, pulling and pushing. |  |
| Working in awkward positions, e.g. bending, crouching or stretching. |  |
| Sitting, standing or working in a constrained position and for maintaining the required pace of work. |  |
| Give an approximation of time/frequency spent working in a position and of any weights lifted/carried/pushed/pulled. |  |
| Working on own or with a partner and any equipment (trolleys/lifting gear). |  |
| Any other relevant information. |  |

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| **Mental Demands** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Aspects which may make concentration more difficult, e.g. repetitive work, interruptions, switching between varied tasks or activities, conflicting work demands. |  |
| Deadlines – what they are and how frequent. |  |
| Expected responsiveness of the post holder. |  |
| Any other relevant information. |  |

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| **Emotional Demands** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Situation in which the contacts or work with other people **(not colleagues)** occur, e.g. whether they are angry, difficult, upset or unwell and why e.g. terminal illness; risk of abuse, homelessness etc and how this causes stress to post holder. |  |
| Any other relevant information. |  |

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| **Responsibility for People** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Responsibility for the physical, mental, social, economic and environmental well being of individuals, or groups of people (members of the public, service users and recipients, clients), **other than** employees supervised or managed. |  |
| Any statutory responsibility e.g. implementation and enforcement of regulations. |  |
| Nature and extent of the direct impact on the well being of individuals e.g. assessment of care programmes. |  |
| Any other relevant information. |  |

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| **Responsibility for Supervision/Direction/Co-ordination of Employees** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Work planning and allocation; checking and evaluating the work of others; training, development and guidance. |  |
| Responsibility for Human Resources functions such as recruitment, discipline, performance management review; and for planning, organising and long term development of Human Resources. |  |
| Give number and roles of staff supervised/managed and whether in more than one location and undertaking different areas of activity e.g. typing, driving etc. |  |
| Any other relevant information. |  |

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| **Responsibility for Financial Resources** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| **Direct** responsibility for cash, vouchers, cheques, debits and credits, invoices, budgets and income. |  |
| Nature of the responsibility, e.g. correctness and accuracy; safekeeping, confidentiality and security. |  |
| Degree of direct control; budgetary and business planning responsibilities; planning, organising and long term development of the financial resources. |  |
| Give approximate annual figures of, for example, budgets managed, petty cash accounts, invoices raised or signed off. |  |
| Any other relevant information. |  |

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| **Responsibility for Physical Resources** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Direct responsibility of manual or computerised information; data and records; office and other equipment; tools and instruments; vehicles; plant and machinery; land, construction works, buildings and fittings and fixtures; personal possessions; and goods, produce, stocks and supplies. |  |
| Nature of the responsibility, for example, safekeeping, confidentiality and security; development and degree of direct control; maintenance and repair; ordering, purchasing and replacement authority; planning, organising and long term development. |  |
| Range and value of stock/supplies ordered or in safe-keeping. |  |
| Any other relevant information. |  |

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| **Working Conditions** – Please fill in relevant boxes only & mark remaining boxes as N/A: |
| Exposure to any disagreeable, unpleasant, uncomfortable or hazardous working conditions arising from the environment worked in or from work with people. |  |
| Working outside being exposed to all weather conditions (not in a vehicle). |  |
| Frequency, intensity and duration of exposure to particular conditions. |  |
| Any protective clothing worn and whether work can be organised to minimise conditions. |  |
| Verbal abuse, aggression and any exposure to explicit materials. |  |
| Any other relevant information. |  |

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| **Authorisation:** |
| ManagersName: |  | ManagersSignature: |  | Date: |  |
| Assistant DirectorName: |  | Assistant Director Signature: |  | Date: |  |
| **Once completed, please send this questionnaire to the Human Resources Department together with the following documents:*** **Job Description.**
* **Employee Profile.**
* **Current Organisational Structure Chart.**
* **Any other relevant information.**
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