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Job

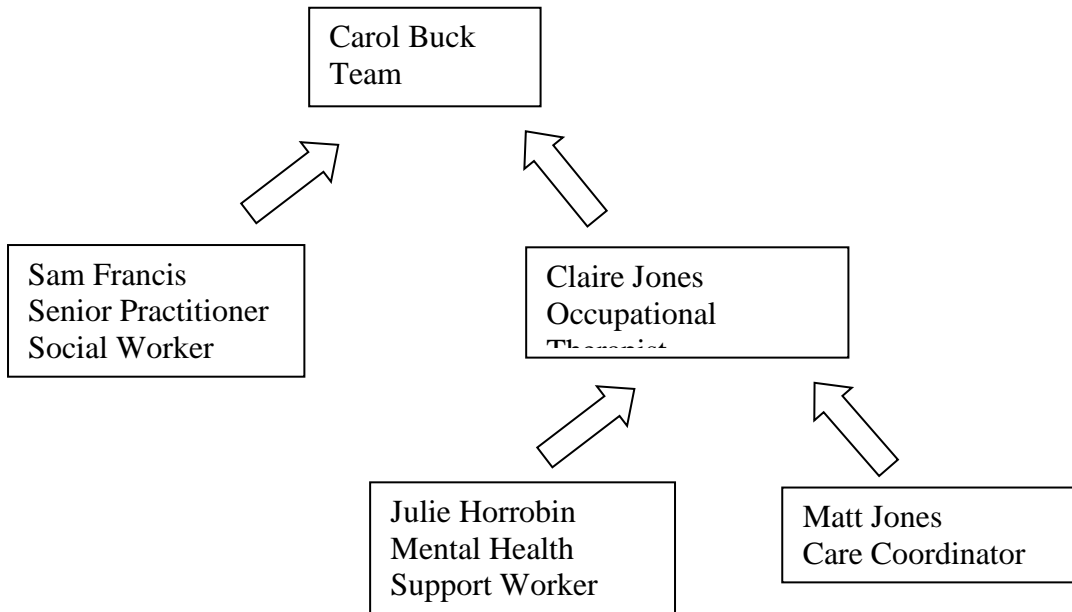


Job Evaluation Questionnaire

Name of post Holder:	Claire Jones
Job Title:	Occupational Therapist
Post ID:	
Contact Number:	01291 635721
Directorate:	SHS
Section:	Childrens Services
Location:	Children with Disabilities Team, Magor
Line Manager's Name:	Carol Buck
Line Manager's Job Title:	Team Manager
Contact Number:	01291 635721

Organisational Chart

Please use the space below to draw an organisational chart showing: 1) your immediate manager, 2) employees you work with and who also report to your manager; 3) any employees you supervise. List only positions that you have full supervisory authority.



Job Overview

Post ID:	Job Title: Occupational Therapist	
Main purpose/reason for the Job. In one or two sentences describe the overall purpose of the job.		
To carry out Occupational Therapy assessments with children and families whilst liaising with other professional agencies. Providing and advising regarding appropriate provision of specialist equipment and adaptations.		
Please list your main responsibilities, duties & tasks (unlikely to be more than 6, please refer to your current job description).	% of total time per activity	Please identify how often per day/week/month/year
Undertake OT assessments (including manual handling assessments) for children in a variety of settings.		Daily
Liaise with colleagues in Health, Social Services, Education and voluntary organisations.		Daily
Arrange provision of appropriate equipment and make recommendations for adaptations / rehousing / new build.		Daily
Supervise Care coordinator and Mental Health Support worker		Monthly (formal) Daily (informal)
Manage OT equipment budget and monitor / authorise purchases for OT's in Social Services and Health		Twice weekly
Meet with OT's in Health and Social Services across greater Gwent re: development of the service.		Bi monthly
Maintain records, listen and respond to feedback		Daily

1. Supervision & Management of People

1.1 Do you have supervisory / managerial responsibility for staff? Please indicate Y/N:		Yes	No
		X	
	Job Title	No of Employees	
<p>Council Employees - <i>Specify the ACTUAL number of council employees.</i></p> <p>Project Staff</p> <p>Deputising</p>	<p>Care Coordinator</p> <p>Mental Health Support Worker</p>	1	1
<p>Temporary, shared or casual employees – <i>Recurring supervision of temporary, assigned, casual or seasonal variations should be averaged on an annual basis.</i></p> <p>Project Staff</p>	<p>Senior Integrated OT</p> <p>OT students</p>	1	2
<p>Contract/Agency Staff – <i>Contract staff should be subject to regular monitoring and issuing of directions and instructions. Average numbers over a typical year.</i></p>			

1.2 Please explain the nature of your responsibility (please indicate Y/N):	Yes	No
Recruitment & Selection		X
Induction training	X	
Allocating, instructing, directing, organising work	X	
Checking work	X	
Conducting employee review	X	
Deciding on training needs	X	
Providing training		X
Disciplining employee	X	
Other		

1.3 Distribution of staff	Yes	No
Do you face extra demand due to the fact that staff are distributed across various locations or are highly mobile? (This will apply to postholders that directly manage staff located across different sites). Please indicate Y/N:		x
If Yes please list locations:		
Do staff reporting to you perform significantly different tasks to each other?	Yes	No
Please indicate Y/N:	X	
If Yes, please give examples stating whether this refers to individuals or groups (i.e. more than one):		
The integrated OT has a role with some responsibilities similar to mine but also has a role within the Health organisation. The support worker works directly with children and families providing specific interventions that are time limited and tailored to the needs of the child / family. The Care Coordinator supports the respite and short break facilities in Monmouthshire, carries out duty tasks, facilitates Child in Need Reviews, chairs Child Development Team Meetings and liaises with other professionals.		
Do staff reporting to you work in different (non-geographical) areas of work? (This refers to the areas of work such as admin, technical and customer service) Please indicate Y/N:	Yes	No
	X	

If Yes, please give examples stating whether this refers to individuals or groups (i.e. more than one):

See above

2. Creativity & Innovation

2.1 To what extent is the job/work determined or assisted by guidelines, controls, limits, procedures, systems and what is the effect on your work?

Please list guidelines, systems, policies, etc used:	Can you interpret these guidelines? (To be able to interpret guidelines, systems, policies they need to have an element of ambiguity to allow them to be open to interpretation.) Y/N		If Yes, please give a full explanation of these can be interpreted:
	Yes	No	
British Association of OT's / Health Professions Council. Policy and guidelines	X		Professional expectations regarding conduct, code of ethics, confidentiality etc.
Supervision Policy	X		In order to ensure fair and equitable supervision on regular basis and encourage development of staff.
Health and Safety at Work Act – policy and guidance	X		Both at work and within my professional duties I need to be working within these guidelines in order to ensure safe working practice for myself and others.
Manual Handling operations regulations	X		Advise on safe working practices and expectations of practitioners when working with children, families and formal / informal carers.

Disabled Adaptations guidance including planning and building regulations	X		In order to liaise with housing depts. For Disabled Facilities Grants and Welsh Assembly regarding Physical Adaptation Grants. To ensure effective environmental adaptations for children and families.
Social Services and Wellbeing Act	X		New legislation that is about to come into force on April 6th which all staff are required to work within. Gives guidance re: working practice on daily basis in respect of my assessments within a health and social services framework.
Children Act	X		Working within section 47 guidelines.
All Wales Child Protection Procedures	X		Being aware of possible child protection concerns during all interactions with children and families and my duty of care to ensure children are protected.
Chronically Sick and Disabled Persons Act	X		Overarching legislation in respect of my role as OT
Monmouthshire CC policies and procedures	X		We are a statutory organisation therefore I am required to work within MCC policies and procedures.
Human Rights Act	X		Ensuring non- discriminatory and non- judgemental practice during all interactions with children, families etc
Disability Discrimination Act	X		Ensure work within policies. Ensuring equality of access for disabled children within private and public arena.

2.2 Describe any instances where you are required to develop new responses to situations or problems:

During an assessment with a child using a specific technique or piece of equipment, it is obvious that the need is not being met, requiring immediate means to adapt and change.

Full time OT is on long term sick leave – need to prioritise workload in order to provide cover for urgent cases.

2.3 Give specific examples of typical problems/situations that you are required to resolve during the course of your work and indicate their frequency:

Examples:	Please identify how often per day/week/month/year:
Identifying a means of meeting a child's needs but family are reluctant to engage / agree	Weekly
Equipment breakdown	Monthly
Hospital discharge	Monthly
Role of coordinator between professionals and family members where communication is difficult	Weekly
Trying to meet need and source equipment cost effectively	weekly
Services outside of the team requesting advice / assessments with minimal notice	weekly
Considering urgency of need for equipment alongside budgetary commitments.	weekly
Prioritising caseload in relation to complexity / urgency of need	weekly

2.4 This section considers the extent to which the job requires creative responses to issues. The fullest range of creativity and innovation should be explored.

Give Examples of ways that the job requires creativity and innovation:	Please identify how often per day/week/month/year:

Collaborating with child, family and other professionals to develop bespoke interventions to reduce risk and maximise independence.	Daily
Working with architects and housing colleagues to plan and develop specialist housing adaptations unique to the individual circumstances.	Daily
Assessing need and problem solving to establish a safe, viable and cost effective outcome	Daily
Working with partner agencies to develop their services and ensure accessibility and safety for children with disabilities	Bi monthly
Liaising regularly with companies / providers of specialist equipment in order to maintain up to date knowledge of products available.	Weekly
Chairing a meeting of OT's from the five Gwent boroughs to discuss provisions and procedures across Gwent to promote equitable OT provision.	Bi monthly
Advising short break / respite services to enable them to more effectively meet the complex and wide ranging needs of the children that we work with.	Monthly
Provide instruction to staff and informal carers in relation to manual handling issues	Monthly
Being open to and willing to share ideas with other OT's in relation to interventions / projects to ensure that all avenues are considered.	Weekly
Involvement in developing childrens integrated protocol and services across Gwent and ABUHB. Maintaining working practices across Social Services, Health and CAMHS	Quarterly / Bi monthly

3. Contact & Relationships

This section considers the degree of personal contact and the nature of the relationships with others to carry out the job.

Who?	Why & What?	When?
Identify the people that you contact on a regular basis e.g. Members, Chief Officers, Managers, Clients, Suppliers, etc	For each contact explain the reason, <u>complexity</u> , <u>contentiousness</u> , and <u>implication</u> :	Please identify how often per day/week/month/year:

<ul style="list-style-type: none"> • Child and families 	<p>To assess need and plan interventions. Personal contact can vary significantly depending on complexity of need and viewpoint of family.</p>	<p>Daily</p>
<ul style="list-style-type: none"> • Social workers 	<p>To inform the assessment and work collaboratively to develop multi agency support package.</p>	<p>Daily</p>
<ul style="list-style-type: none"> • Manager 	<p>Discussions around contentious cases; budget issues; report back regarding decisions made at pan Gwent OT meetings on behalf of the team / MCC. Caseload discussions, development needs, organisational issues, leave and TOIL.</p>	<p>Daily</p>
<ul style="list-style-type: none"> • Service manager / Head of Service 	<p>Involvement with cases that are complex / contentious and require additional funding. Discuss OT budget issues.</p>	<p>Monthly</p>
<ul style="list-style-type: none"> • Housing dept. / Housing Associations 	<p>Liaise with planners, surveyors and architects to develop practical long term solutions within the home environment.</p>	<p>Weekly</p>
<ul style="list-style-type: none"> • LEA and school staff 	<p>To assess needs of child within school environment and advise LEA of strategies to assist.</p>	<p>Weekly</p>

<ul style="list-style-type: none"> • ABUHB Health Paeds OT's; 	<p>Point of contact in CWDT for OT's, joint work cases regularly and act as consultant to some Health only cases. Authorise purchase of equipment following their assessment. Provide advice regarding equipment / adaptations for their assessment.</p>	<p>Daily</p>
<p>Paediatricians; Psychologists; Physio; SLT's</p>	<p>To inform my assessment or to provide information regarding my involvement. Attend meetings and case conferences to discuss a specific child.</p>	<p>Weekly</p>
<ul style="list-style-type: none"> • Reps 	<p>To discuss specific pieces of equipment, carry out visits to assess suitability for child.</p>	<p>Weekly</p>
<ul style="list-style-type: none"> • Other local authority OT's 	<p>To discuss variety of issues ranging from specific case studies to development of OT practice across Gwent; re-writing criteria for equipment provision; give feedback for OT representative at WAG.</p>	<p>Weekly</p>
<ul style="list-style-type: none"> • CHC 	<p>Providing reports regarding children who are eligible for CHC funding in order to provide necessary equipment.</p>	<p>Monthly</p>
<ul style="list-style-type: none"> • Respite staff 	<p>Providing advice and instruction in relation to a specific child's needs. Liaising with their managers in order to secure funding for equipment and adaptations</p>	<p>Monthly</p>

<ul style="list-style-type: none"> • Action for Children 	<p>Provide assessment, advice and instruction to enable them to meet the needs of specific children</p>	<p>Monthly</p>				
<ul style="list-style-type: none"> • Leisure 	<p>Provide advice in relation to manual handling or issues related to wheelchair access with specific specialist needs.</p>	<p>Monthly</p>				
<ul style="list-style-type: none"> • Adult services 	<p>To discuss smooth transition of child into adult services and provide relevant information in regard to OT involvement</p>	<p>Monthly</p>				
<ul style="list-style-type: none"> • Gwent Operational Managers Group 	<p>Meet with OT's, managers and service managers from across Gwent to discuss issues around equipment budget and provision.</p>	<p>Quarterly</p>				
<p>Do you formally represent the council or negotiate on its behalf? Y/N</p>		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>X</td> <td></td> </tr> </table>	Yes	No	X	
Yes	No					
X						
<p>If Yes, please explain the circumstances:</p>		<p>How often does this occur?</p>				
<p>Chair Gwent social services OT meetings</p> <p>Represent the team manager / MCC childrens services at Operational Managers Group for OT equipment services</p>		<p>Bi Monthly</p> <p>Quarterly</p>				

4. Decisions – Discretion

4.1 Please give examples of the most important decisions required by the job in the boxes below explaining the effect it has on the manager, section/ department, clients, etc:

Do you make decisions <u>within</u> guidelines, regulations and procedures? Please provide specific examples:	Explain the effect your decision has and on whom/what?
<ul style="list-style-type: none"> • Assessment and recommendations • Visit child and family within home / school / respite environments to carry out OT assessment and formulate plan for intervention to meet identified needs. • Consider requests from social services and Health OT's for purchase of specialist equipment and authorise budget spend if appropriate • Provide formal and informal supervision to colleagues / team members to assist their decision making / problem solving 	<p>Striving to achieve a positive outcome for child and family in maximising independence and promoting safety. Also has budgetary implications.</p> <p>Assisting team members to consider all available options and enable them to develop / progress with effective solutions.</p>
Do you make decisions where there are <u>limited</u> guidelines, regulations, procedures? Please provide specific examples:	Explain the effect your decision has and on whom/what?
<p>Problem solving with team members to address issues that arise in the team eg duty cover, staff sickness, child protection visits and CWD events</p>	<p>Contributes to the effective running of the team and supporting colleagues.</p>

Give examples of issues or problems where you go to your manager for advice:

If families disagree with my assessment / recommendations and wish to make a formal complaint.

To discuss concerns regarding OT budget constraints, give updates from operational managers group and discuss possible overspends if applicable.

I represent MCC Childrens OT at meetings with all Gwent local authorities and ABUHB OT's to discuss and review criteria for equipment provision and OT practice across local authorities and Health – this needs to be feedback and discussed with manager as this has service and budget implications.

Is the advice available all of the time? Y/N	Yes	No
	X	

If No, please explain:

Is your manager at another location? Y/N	Yes	No
		X

If Yes, Where?

Do you affect changes to any of the following; department operation, service provision, council policy/strategy? If so please explain:

- **Involvement in assessment and planning for respite / short breaks / sessional support / CWD events /consultations with families.**
- **Childrens MCC representative at Gwent wide Operational Managers Group regarding equipment budget and provision.**
- **Attendance and contribution at systems review / whole service events where discussions are held re: moving the organisation forward and being most efficient.**

4. Decisions – Consequences

4.2 Using the examples of decisions/ recommendations that you provided in section 4.1, please explain the outcomes/consequences indicating the scale of the impact:	Scale of Impact (e.g. limited - short term, major – long term and why?)
<ul style="list-style-type: none"> • Outcome of assessment eg adaptations / equipment provision. Enable the child to maximise safety and independence within given environment, to optimise life opportunities and also provide carers with safer strategies to care for the child where appropriate. • Child has the most appropriate and cost effective piece of equipment to maximise safety / independence. Encouraging staff to ensure maximum use of equipment in stores. • To ensure robust problem solving and to encourage innovative and creative thinking to enhance outcomes for children and families. To support colleagues to feel confident in their decision making. • To ensure effective running of the team and supporting team members. 	<p>Range from minor impact to major long term impact on child and family. Short term impact on budget.</p> <p>Range is minor to major impact on child depending on level of complexity. Longer term impact on budget.</p> <p>Range is minor to major impact on child, families and staff. Both short and long term impact on budget.</p> <p>Short term issues solved and improved long term rapport and morale within the team.</p>
<p>If you made a legitimate, but incorrect decision, what would be the likely impact? Give potential examples below, excluding events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified:</p>	

- **Child / carer could be placed at risk of injury. I provide assessment and instruction regarding manual handling techniques as well as providing appropriate equipment. If the wrong equipment / technique was provided then this could result in physical injury of the child and or carer. An alternative technique could be provided immediately, whereas equipment changes may take longer.**
- **Ineffective use of OT equipment budget within social services. Purchase or authorisation for a colleague to purchase equipment that does not fully meet the needs of a child requiring the provision of an alternative. This would impact negatively on the OT equipment budget. The OT would aim to visit within a week of provision, therefore if an alternative was required this would be addressed following the visit.**
- **Negative impact on budgets of other agencies. Following many assessments I make recommendations for major adaptations to properties, and also new builds. This has a massive impact on the budgets of MCC housing dept. and also local housing associations. An important element of the assessment is to formulate a plan to address future long term needs as well as the immediate needs. There can be occasions where there are unexpected changes to the child's needs, therefore the plan for adaptations has to alter to accommodate these changes. How quickly this could be rectified would be dependent on what stage the adaptations were at – if the work was in early stages then the alterations are more likely to be able to be negotiated but if the work had been completed then a new referral would be required.**

5. Resources

This section considers whether the postholder has a personal and identifiable accountability for financial and physical resources including those of clients.

5.1 Cash/Financial Resources (N.B. Disregard responsibility for managing budget, electronic fund transfers, handling cheques payable to the Council, payments made by the Council).

Are you responsible for the accurate handling/security of cash, near cash equivalents (e.g. vouchers, stamps), or open cheques? Y/N	Yes	No
		X

If Yes, please indicate the types of financial resources that are handled	Approx. value – £ per week
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Is this responsibility continuous or shared with others

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5.2 Tools/Equipment/Vehicles/Plant/Client's Property Are you responsible for the proper use and safekeeping of Council owned or hired tools, equipment, vehicles, plant or client's property? Y/N	Yes	No
	X	

If Yes, please specify the items:

Specialist OT equipment purchased by the social services OT budget following my recommendations – this is all on loan to the child / family and remains the property of MCC.

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Please specify the nature of this responsibility:

To ensure that the service user / carer has appropriate instruction in proper use of the equipment provided and that they adhere to relevant servicing / maintenance requirements.

5.3 Stocks & Materials

Are you responsible for any materials/items of stock? Y/N

Yes

No

X

If Yes, please indicate the materials/stock involved:

**Approx. value –
£**

Specialist OT equipment

**Up to approx.
£40,000**

Please specify the nature of your responsibility:

Assess for specific pieces of equipment and negotiate with Gwent Operational Managers Group regarding stock items and levels.

5.4 Data Systems

Are you responsible for the use, manipulation and safekeeping of data systems, whether manual or computerised? Y/N

Yes

No

X

If Yes, name the systems and describe their main purpose:

- **ICS / PLANT / Micorosoft Word & Outlook – maintaining detailed files for each child known to Childrens Services. Means of communicating with other professionals / agencies / families.**
- **CEquip – allows access to stores for order / collection / repair of OT equipment.**

What is the nature of your responsibility?

- Ensuring that information is accurate and up to date, and that appropriate levels of confidentiality / data protection are maintained.
- Maintain records of each child in relation to equipment purchase and provision. Means of liaising with Vision staff and ordering specialist equipment. System is also used for other colleagues to request budget authorisation for them to purchase equipment.

5.5 Buildings	Yes	No
Are responsible for the proper use and safekeeping of any buildings? Y/N		X

If Yes, specify the building(s) involved:

What is the nature of your responsibility?

6. Working Environment

6.1 Work Demands	Yes	No
Is the job subject to any interruptions or changes in priorities? Y/N	X	
If Yes, please describe the cause(s) of interruption, the effect on the pattern of work and the frequency.	How often per day/ week/month/year?	

<p>Higher priority urgent referrals take precedence over other work. Parental priorities change which can effect planned visits. Child protection – if a colleague requires an additional person on a visit. Equipment breakdown – this has to be dealt with immediately especially if manual handling equipment. Staff sickness – covering duty.</p>	Daily / weekly	
<p>Is your work subject to deadlines? Y/N</p>	Yes	No
<p>If Yes, please provide examples and the frequency.</p>	X	
<p>Actions from professional meetings / case conferences / multi agency meetings. Six monthly Child in Need reviews – either feeding into the social workers review or carrying out my own if I am only involvement. 3– 6 monthly manual handling reviews depending on complexity and any changes required. Other services require OT intervention prior to being able to provide their service.</p>	How often per day/ week/month/year? Weekly	
<p>Do you have to resolve conflicting priorities or conflicting resource needs?</p>	Yes	No
<p>If Yes, please provide examples and the frequency:</p>	X	
<p>Accessing equipment that can be issued from different sources – weighing up cost implications against time constraints. Authorisation required for equipment purchases from other OT's – is the new item required or is there an appropriate alternative in stock?</p>	How often per day/ week/month/year? Monthly Weekly	

6.2 Physical Demand What kind of physical effort is involved in your job? Please provide detailed examples stating the duration and frequency (including use of IT):	Average duration per occurrence:	How often per day, week, month, year?
Prolonged use of computer	3-7 hrs	daily
Manual handling with child and family using slings and hoist or manual transfers.	1-2 hrs	fortnightly
Floor play, kneeling, bending.	1-2 hrs	weekly
Driving to / from visits and meetings	1 hr	daily

6.3 Working Conditions Please indicate the work place of the post (more than one option can be selected):	How often per day/week/month/year?	
Indoors – Office Environment (or similar) Where the heating, lighting, ventilation are similar to that of an office, e.g. classroom, care home, etc.	Daily 3-7 hrs	
Indoors – Non-Office Environment Where the heating, lighting and ventilation are not similar to that of an office e.g. depot, workshop, kitchen, etc		
Outdoors	Outdoor CWD activity days or carrying out assessments involving car transfers. Quarterly	
Is there exposure to any disagreeable working conditions, such as extreme heat/cold/dirt/dust/noise/weather/vibration? Y/N	Yes	No
		X
If Yes, please provide specific examples:	How often per day/week/month/year?	

6.4 Work Context	Yes	No
Does the job carry any potential risks to personal safety or health (physical or emotional which includes abuse, aggression, injury and exposure to emotionally distressing information/situations)? Y/N	X	
If Yes, please provide examples, stating who/what poses the potential risk:	How often per day/week/month/year?	

<p>Manual handling can be physically challenging. Verbal abuse / aggression from parents / carers. Challenging behaviour from children.</p>	<p>Weekly</p>	
<p>If you work with the public or clients, can you call upon the immediate support of other members of staff if the need arises? Y/N</p>	<p>Yes</p>	<p>No</p>
	<p>X</p>	
<p>If Yes, please explain stating how this support would be obtained:</p>		
<p>No immediate support available but team members are available on the phone if assistance required. If risks are known prior to visit then joint visits can be arranged.</p>		

7. Knowledge & Skills

Describe the specific knowledge required for your post:

Knowledge of other services and understanding of the role of partner organisations.
Knowledge of specialist equipment / adaptations and how their use will impact on a child / family.
Understanding of medical conditions / prognosis / different disabilities and the effect they may have on the physical and emotional wellbeing of the child and family / carers.
Relevant legislation and MCC policies and procedures.

Describe the practical skills or competencies that are needed for your post and why they are necessary?

Manual handling skills for assessment, intervention and also to provide instruction to formal and informal carers.
Good communication skills in order to engage with child, families and other professionals to build rapport and working relationships.
Ability to empathise with child and family / carers.
Use of specialist equipment and ability to instruct others in safe use.
Supervisory skills – to provide support, advice and guidance to staff and students and facilitate their development.
Budget management.
Organisational skills inc. time management, prioritising OT referrals / tasks.
Multi agency working.
Negotiating skills.
Report writing / recording / computer skills.
Chairing meetings – gaining the views of others and ensuring that their views are heard.
Presentation skills and facilitating group work during joint OT sessions.

Describe the type of experience or academic / professional qualifications required for your post e.g. domestic / voluntary work / academic / other:

Bachelor of Science in Occupational Therapy – Degree

Member of professional body in order to be registered practitioner – British Association of Occupational Therapists & Health Care Professions Council.

Further Information

Please use the space below as a continuation sheet, or to provide any further information that you feel is relevant to the post:

In summary I believe that since my post began in November 2001, the job description and requirements have changed extensively. Within the form I have tried to detail these changes but feel that there are three main areas. Firstly, I manage the childrens Occupational Therapy equipment budget. This involves attending quarterly meetings with the service managers, team managers, senior OT's and finance from across Gwent to discuss expenditure (current and predicted), stock items, equipment issues in relation to specific environments etc. I authorise purchases for both social services and Health OT's and liaise with Vision products to ensure efficient use of stock items. I liaise with my team manager to feedback relevant information. Secondly, I provide regular formal and informal supervision to members of the team. I have monthly meetings with the care coordinator and mental health support worker as formal supervision but we also have discussions outside of these arranged times. I also provide regular support and guidance to the other OT in the team. Finally, I am involved in the continuing development of the OT service within childrens services. I chair a meeting of OT's across Gwent to discuss procedures, policies and eligibility criteria. We aspire to achieve / maintain equity as far as possible. The meeting is also used to share knowledge on new techniques, equipment etc. This are all in addition to the numerous complex cases that I hold and all other tasks that I am required to complete which I have tried to detail within the body of the form. These are among the main reasons that I would ask that the OT post be considered for re evaluation to senior practitioner level.

I declare that the information contained in this questionnaire is a true, fair and accurate statement of the requirements and features of the post.

	Post Holder	Line Manager	Head of Service
Signature			
Date			