

Cannock Chase Clinical Commissioning Group
East Staffordshire Clinical Commissioning Group
North Staffordshire Clinical Commissioning Group
South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group
Stafford and Surrounds Clinical Commissioning Group
Stoke-on-Trent Clinical Commissioning Group



How to update a Job Description

**Please note - this document should be read in conjunction with
'How to write a Job Description' (*insert link*)**

When updating a Job Description you will need the following documents:

- Job Description
- Person Specification
- Organisational chart

When updating the Job Description you should:

Ensure what is documented is relevant and up to date for the role; i.e. the:

- Job title
- Responsible for
- Accountable to
- Job summary
- Main purpose of the job
- Person specification

Main duties and responsibilities:

- Ensure the duties, responsibilities, description of the role and interactions of the job are up to date and relevant.
- Ensure there is consistency in relation to similar roles within the team (i.e. another Band 3 Admin role).

Reporting lines and working relationships:

- Ensure the reporting lines are clear and up to date.
- Update any new or key working relationships (i.e. stakeholders) that the post holder will interact with, both internally and externally.

Standard Duties and Responsibilities (general terms):

- Ensure the standard responsibilities for the job are relevant and up to date.

Person Specification:

- Ensure the document is updated to reflect any changes made to the Job Description (i.e. changes in skills, qualifications and or experience).
- Note - this is not an opportunity to include any skills, experience or competencies that you would like an ideal candidate to possess but which the current post holder does not hold.

Points to consider when updating a Job Description:

- Ensure that the Job Description is written in the organisations corporate style - use the templates to assist with this (if necessary).
- Any updates that are made should be reflected in both the job description and the Person Specification.
- Check that the organisational chart is up to date and matches the job description, in terms of job title, reporting lines and content.
- If you have job roles which have not been updated since the introduction of the Equality Act in 2010, check the language carefully to ensure that there is no terminology or role criteria which could be seen as discriminatory.
- Job base – consider whether it is still necessary to have a specific geographical base and revisit/update any reference to the requirements to travel.
- Involve the post holder – the current post holder could assist with updating the job description and person specification to ensure that it accurately reflects what they do on a day to day basis.
- It is unlikely that updating a job description will lead to a need for re-banding.
- A job role may require re-banding where the post holder is evidently working over and above their job description and there has been an increase in responsibility.
- A job role will not require re-banding where there has been an increase in volume, that is where a post holder has taken on more of the same tasks currently undertaken as part of a job description.
- Show job requirements as areas of responsibility and the deliverables expected, try to use active verbs, e.g. ‘to manage’, ‘to develop’, ‘to write’, ‘to clean’ and ‘to focus’ not “to support”, “to assist” or “to lead”
- Any changes are done via ‘track changes’ to easily identify the amendments of the revised job description and/or person specification.