



City and County of Swansea

JOB FAMILY APPROACH – JOB ALLOCATION QUESTIONNAIRE

The purpose of this questionnaire is to record the key information and job content to help in the evaluation of the job. The information provided will be treated confidentially, and should relate to the job not the person who may be undertaking the role. This form should be *completed by the manager if this is a new post, or the current job holder in conjunction with the line manager for a re-evaluation of an existing post*, and should be signed by both parties (if applicable).

Once completed, this form should be forwarded to HR, along with a proposed organisational structure/chart and any current job description and person specification for the post. During the allocation process, HR will consult with the manager regarding the drafting of a new job and person specification for the post.

Refer to the Guidance Notes before and during completion to ensure you give all the appropriate information to the Allocating officers/Panel. *Is a mandatory field: the form cannot be actioned without this information. For paper based submissions, please use additional sheets clearly marking the question that is being answered where applicable. Grey sections will be completed by HR ONLY.

SECTION 1

Requesting Manager*		Manager Job Title*	
HR only			
POST INFORMATION			
Type of Request* (Tick all applicable boxes)	Re-Structure <input type="checkbox"/> (organisation chart required)		
	New Job <input type="checkbox"/>	ISIS Position No.	
	Re-Evaluation <input type="checkbox"/>	ISIS Position No.	JD version
	Significant change to current duties <input type="checkbox"/>		Date of Change
Job Title of the post to be Allocated**			
Reporting Manager Job Title responsible for this post*			
Department/location of the post*			
Does the post have line management responsibility?		Number of posts to be supervised/ managed	
Is there an existing Post Holder?	Yes <input type="checkbox"/>	Employee Name	
	No <input type="checkbox"/>	Employee No.	
**Note: Please attach Job Descriptions of any similar job, if it exists, for benchmarking purposes			
Authorisation			
We confirm that this questionnaire conveys a full and accurate description of the job. (Email submissions of this form should include an emailed authorisation of any existing jobholder and be sent to HR by the HOS.)			
Employee Signature (if applicable)		Date	
Line Manager Signature		Date	

SECTION 2 – REFER TO GUIDANCE TO COMPLETE ALL SECTIONS

1.	What is the <i>main purpose</i> of this job? Describe the role as briefly as possible to assist with allocation to the correct Job Family.	
2a).	What are the tasks/duties and responsibilities of the job? Roughly what percentage of time is spent on each? (please specify if per day/per week)	
Main duties:		% of time
b) How is work allocated to the post-holder? (e.g. by supervisor on a daily basis, by manager on weekly / monthly basis) How is it monitored?		

3.a)	What is the Management / Supervisory Responsibility required of the post?																															
<p>Management and Supervision has set criteria which must be met in order for an 'S' Profile to be allocated to the role. <i>Tick all that apply and provide description of frequency. See Guidance for further assistance on this section:</i></p>																																
<table border="1"> <thead> <tr> <th data-bbox="145 315 949 389">Management / Supervision Activities that are part of this role:</th> <th data-bbox="949 315 1161 389">Tick (If part of role)</th> <th data-bbox="1161 315 1501 389">Frequency (e.g. annually, weekly)</th> </tr> </thead> <tbody> <tr> <td data-bbox="145 389 949 434">Staff Appraisals</td> <td data-bbox="949 389 1161 434"></td> <td data-bbox="1161 389 1501 434"></td> </tr> <tr> <td data-bbox="145 434 949 479">Recruitment</td> <td data-bbox="949 434 1161 479"></td> <td data-bbox="1161 434 1501 479"></td> </tr> <tr> <td data-bbox="145 479 949 524">Monitoring and ensuring discipline within the team</td> <td data-bbox="949 479 1161 524"></td> <td data-bbox="1161 479 1501 524"></td> </tr> <tr> <td data-bbox="145 524 949 568">Staff development (e.g. coaching, 1-2-1s)</td> <td data-bbox="949 524 1161 568"></td> <td data-bbox="1161 524 1501 568"></td> </tr> <tr> <td data-bbox="145 568 949 613">Managing absence including return to work interviews</td> <td data-bbox="949 568 1161 613"></td> <td data-bbox="1161 568 1501 613"></td> </tr> <tr> <td data-bbox="145 613 949 658">Controlling leave</td> <td data-bbox="949 613 1161 658"></td> <td data-bbox="1161 613 1501 658"></td> </tr> <tr> <td data-bbox="145 658 949 703">Issuing and checking work</td> <td data-bbox="949 658 1161 703"></td> <td data-bbox="1161 658 1501 703"></td> </tr> <tr> <td data-bbox="145 703 949 748">Budgetary control</td> <td data-bbox="949 703 1161 748"></td> <td data-bbox="1161 703 1501 748"></td> </tr> <tr> <td data-bbox="145 748 949 824">Other</td> <td data-bbox="949 748 1161 824"></td> <td data-bbox="1161 748 1501 824"></td> </tr> </tbody> </table>			Management / Supervision Activities that are part of this role:	Tick (If part of role)	Frequency (e.g. annually, weekly)	Staff Appraisals			Recruitment			Monitoring and ensuring discipline within the team			Staff development (e.g. coaching, 1-2-1s)			Managing absence including return to work interviews			Controlling leave			Issuing and checking work			Budgetary control			Other		
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3b)	<p>List the job titles and grades of any direct reports to this jobholder, together with <i>the nature of the management / supervision tasks</i>. Provide appropriate detail based on the guidance provided (e.g. monitoring sickness, allocating work etc.)</p>																															
4.a)	<p>What education, qualifications and training necessary for the jobholder to perform their job fully and effectively? You must be able to justify the requirement for specific qualifications.</p>																															

4.b)	What experience is necessary for the jobholder to perform their job fully and effectively?
4.c)	Is DRIVING a requirement of this post? If yes, please describe the type of vehicle and frequency?
5a)	What is the IMPACT of this post? Consider here what the consequences are of the decisions and outcomes of work of this post would be?

5b)	Give some examples of a decision or recommendation the jobholder would make, or problems they would solve on a day to day or regular basis	
5c)	Does the job involve giving advice and guidance to anyone? Give some examples of the type of advice given, to whom?	
5d)	What policies, procedures and processes does the jobholder work within in the broader sense of day to day working? See guidance for help.	
6.a	Does the post require the need to communicate with others? What is the nature of that communication? Refer to list below:	
Type of contact (e.g. Councillors, public, senior managers, partner, service user, organisations at admin or senior level)		Nature of contact (use number as above)
1. Request or receive information? E.g. from whom, to whom? 2. Influence behaviour or opinions? At what level? (e.g. to peers, HOS etc) 3. Change the motivation and behaviour of people? (e.g. to team members, stakeholders, customers) 4. Other (explain below in section b)		

6b)	Additional Information <i>(provide relevant detail for any other type or relationship tasks you wish the evaluating officers to consider)</i>
7a)	What level of creativity and innovation does the post require within the remit of the role? Give examples of how this will be demonstrated in the course of duties:
7b)	Is there any remit within this role for policies and procedures to be changed in order to meet service/customer needs? Give examples:
8a)	Does the post have responsibility for a budget within its remit? Please give details below, including information about the amount /nature of the budget and whether there is joint accountability for this budget with another post, either in the organisation or outside of it.
8b)	Does the post require monitoring of budgets? Please provide details:
8c)	Does the post require any responsibility for other resources? Please provide examples:
9a)	What physical effort is required in this post? Please describe the nature of this below:

9b)	Does the job involve an unpleasant working environment? Please describe this below:
9c)	Does the job involve any potential risk to the physical safety and/or emotional well-being of the postholder?
10.	Additional Information
Briefly explain any aspects of the job which you think have not been adequately covered in previous sections and which you feel are important in understanding your various duties.	

Thank you for completing this form.
A final Job and Person Specification will be issued by HR when the allocation process is completed.

PLEASE RETURN TO:
 HR OFFICERS, HROD, THE GUILDHALL, SWANSEA.

FOR PAY AND GRADING/HROD USE ONLY:	
Existing Job and Person Specification available	
New Organisation Chart provided	
Additional Paperwork attached	
P&G/HR Officer Allocating Post	
New Job and Person Specification Completed and issued (Date/Version Control reference)	