



## Person Specification and Job Description Recommendations and best practices

Summary	Best Practice Examples	Gaps / Barriers and opportunities identified in your organisation.
<p>a) Is the language used in plain English and gender neutral?</p> <p>b) Are there any requirements / specialist skills in the Job Description based on the existing role holder that may not be essential for the role? For example number of years of experience or cultural fit. -Can these be removed?</p> <p>c) Is the length of the Job Description accessible and makes clear the requirement of the role? - If not, consider reducing the length.</p>	<p>Undertake a language audit of all job descriptions to remove jargon, ambiguity, acronyms and other unnecessary words. Use a <a href="#">plain language checklist</a>. Use a <a href="#">gender de-coder tool</a>.</p> <p>Skills, knowledge and experience requirements should be specific and measurable during shortlisting and selection process.</p>	

d) Ask colleagues that are not familiar with the role to review the Job Description and provide feedback.

-Test Job Descriptions with colleagues other services/departments, from diverse backgrounds if possible or ask staff networks for feedback.

e) Is the option for flexible working made clear?

-Is there a standard assessment in the recruitment process of whether whole or part of job could be done remotely?

f) Does the Job Description make clear how the candidate will be supported in the role e.g. supervision arrangements, access to continuing professional development.

g) Is there a balance of essential and desirable criteria?

h) Ensure recruitment documents are accessible, particularly for Disabled applicants.

Following recommendations are obtained from Roger Kline: [No More Tick Boxes](#) report.

i) Compassion and inclusion should be included as a core competency to be tested. See next link document for examples of Inclusion statement and competency to be tested.

j) Job Descriptions based on the Agenda for change job grading

k) No more than 6 essential criteria should be tested at interview. This practice should be beneficial to neurodiverse applicants.

Review [NHS Employers' How to recruit and support disabled staff in the NHS](#)

l) For qualification requirement, equivalent qualifications or equivalent for first degree needed should be stated in the Job Description.

m) When physical requirements are described, let disabled people consider whether they can undertake the job.

n) Ensure working practices (requirement for early starts or evening meetings, long hours or working overnight away from home) are really "essential" since they deter staff.

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