

Job Evaluation Questionnaire 2024

Job/Role:

Sponsor (Command Lead/Dept Head)	
Manager	
HR People Partner/Officer	
Finance Business Partner	
Reporting to	
Command/Directorate	
Department/Team	
Location(s)	

Purpose of job:

Please specify the main reason for the job in no more than two or three sentences.

Context of job:

*Please specify where the job fits into the organisation. An **organisation chart** to show where the job fits is helpful.*

Insert Org Chart here:

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Key responsibilities: Please summarise the key areas of the job and estimate the percentage of time spent on each. Totals to equal 100%	
1.	<i>Time spent %</i>
2.	<i>Time spent %</i>
3.	<i>Time spent %</i>
4.	<i>Time spent %</i>
5.	<i>Time spent %</i>
Add more key responsibilities if required – total should be 100%	

Knowledge, Skills and Qualifications:

Specific skills and technical knowledge needed to carry out the job. In each case, please give some indication of breadth and depth of the knowledge and skills required by giving examples of how you use this knowledge.
Academic qualifications (E.g. HNC, City & Guilds, S/NVQ, Degree etc). See Appendix A. <i>(These should also be reflected in the role profile)</i>

Knowledge of policies and procedures? Awareness/Working/Comprehensive/Expert <i>(need to state what sort of policies and procedures the role holder would need to understand within the Team, Dept, Directorate and Force.</i> Team:

Department:

Directorate/Command:

Force:

Knowledge of police strategy and objectives?

Awareness/Working/Comprehensive/Expert

Team:

Department:

Directorate/Command:

Force:

Knowledge of external issues such as local or community issues, political or national issues: (Awareness/Working/Comprehensive/Expert)

- Local situation, culture, climate, history?
- Political climate, long-term local situation and sensitive or national situation

Technical, specialist, or professional knowledge/skills:

IT knowledge and skills of software packages and force applications:

- Standard IT applications:
- Specialist IT applications:
- Police or force specific IT applications:

Practical skills such as operating equipment, driving: *(must be included on the role profile)*

Communication: (Occasional – Periodic – Frequent)

Who do you have to deal with in your job and how often do you communicate with them? Include internal and external contacts.

Please give some examples of typical types of communication that occur, i.e. the type of information, the nature of situations, and any specific communication skills required.

- Colleagues – other departments
- Members of the public
- External bodies
- Network own profession
- Network other profession/specialism
- Senior command own force
- Senior command other forces

What sort of written/verbal communications are required in your job?

Please give some examples, indicating what types of document are required, e.g. forms, statistical returns, reports or business cases, how often you are required to complete them and the information being communicated.

What specific communication skills are required in your job?

- Exchange of information
- Exchange of complex information
- Team briefings
- Chairing meetings
- Briefing/advising
- Interviewing – recruitment
- Persuading/influencing
- Negotiation
- Customising language/style of communications
- Giving evidence as an expert witness
- Exercising tact and diplomacy

Mental demands

What aspects of your job occur in a predictable way?

Please give examples of activities which you know will occur on a daily, weekly, monthly or other regular basis.

Daily:

Weekly:

Monthly:

How predictable is the pattern of work?

What type of deadlines are required to be met?

How predictable are the deadlines?

How often do you experience changes in priority of your workload and how are work priorities organised for the job?

Please give examples of types of changes to work priorities, indicating who changes them and how you resolve conflicts in priority.

What analysis of data or situations is required in the job?

Please give examples. Is information/data readily available or is investigation required?

Is the jobholder required to think creatively or innovatively in the job?

Please give examples

Impact and contribution

Describe where any of your actions and/or decisions **directly** affect the force or the public. **Please give examples**, including how often and where your contribution is felt within or external to the force.

- Operational
- HR
- Media/External
- Financial

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What types of planning are required in your job. Include operational planning, short term, and longer term planning and how much time is spent.
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Resource management including training plans, leave, sickness etc.

Accountability for people

Do you have a responsibility for managing staff? Please specify the number and job titles of any direct and or indirect reports.
• Direct Reports • Indirect Reports

What people management activities are required in the job? <i>E.g. allocating work, supervising, appraising performance, disciplinary hearing. Include those associated with direct and indirect reports.</i>

What decisions do you have to make or recommend to others? <i>E.g. recruitment, promotion, or changes in salary/other payments.</i>

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Are you required to meet formally agreed performance indicators, e.g. budgets, service level agreements, output targets?

Please give some examples

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Accountability for Resources

What responsibility do you have for the financial performance of the Force?

Individual/Section/Unit/Division

E.g. annual budgets, include where responsibility is shared with others?

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What responsibility do you have for the management of other resources such as stock and equipment, buildings/estates, vehicles or IT/telecommunications systems e.g.

what activities do you get involved in, what is the scope of the responsibility e.g. From personal equipment to the force fleet?

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Work Environment

Does the job require you to work in abnormal working conditions? What are these, and how often are you exposed to them?

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Does the job require you to work outdoors or demand a level of physical activity? <i>Please describe the activity and indicate the amount of time spent.</i>
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Qualification Levels on the next page.

Appendix A - What qualification levels mean

Entry level Each entry level qualification is available at three sub-levels - 1, 2 and 3. Entry level 3 is the most difficult. Entry level qualifications are: • entry level award • entry level certificate (ELC) • entry level diploma • entry level English for speakers of other languages (ESOL) • entry level essential skills • entry level functional skills • Skills for Life	Level 1 Level 1 qualifications are: • first certificate • GCSE - grades 3, 2, 1 or grades D, E, F, G • level 1 award • level 1 certificate • level 1 diploma • level 1 ESOL • level 1 essential skills • level 1 functional skills • level 1 national vocational qualification (NVQ) • music grades 1, 2 and 3
Level 2 Level 2 qualifications are: • CSE - grade 1 • GCSE - grades 9, 8, 7, 6, 5, 4 or grades A*, A, B, C • intermediate apprenticeship • level 2 award • level 2 certificate • level 2 diploma • level 2 ESOL • level 2 essential skills • level 2 functional skills • level 2 national certificate • level 2 national diploma • level 2 NVQ • music grades 4 and 5 • O level - grade A, B or C	Level 3 Level 3 qualifications are: • A level • access to higher education diploma • advanced apprenticeship • applied general • AS level • international Baccalaureate diploma • level 3 award • level 3 certificate • level 3 diploma • level 3 ESOL • level 3 national certificate • level 3 national diploma • level 3 NVQ • music grades 6, 7 and 8 • tech level

Level 4 Level 4 qualifications are: • certificate of higher education (CertHE) • higher apprenticeship • higher national certificate (HNC) • level 4 award • level 4 certificate • level 4 diploma • level 4 NVQ	Level 5 Level 5 qualifications are: • diploma of higher education (DipHE) • foundation degree • higher national diploma (HND) • level 5 award • level 5 certificate • level 5 diploma • level 5 NVQ
Level 6 Level 6 qualifications are: • degree apprenticeship • degree with honours - for example bachelor of the arts (BA) honours, bachelor of science (BSc) honours • graduate certificate • graduate diploma • level 6 award • level 6 certificate • level 6 diploma • level 6 NVQ • ordinary degree without honours	Level 7 Level 7 qualifications are: • integrated master's degree, for example master of engineering (MEng) • level 7 award • level 7 certificate • level 7 diploma • level 7 NVQ • master's degree, for example master of arts (MA), master of science (MSc) • postgraduate certificate • postgraduate certificate in education (PGCE) • postgraduate diploma
Level 8 Level 8 qualifications are: • doctorate, for example doctor of philosophy (PhD or DPhil) • level 8 award • level 8 certificate • level 8 diploma	