|  |  |
| --- | --- |
| **Job Title**  **Job Description** | Click here to enter Job Title |
| **Department** | Click here to enter Department |
| **Division** | Click here to enter Division |
| **Band** | Click here to enter Band |
| **Reporting To** | Click here to enter Job Title that this JD is Reporting To |
| **Job Reference** | This Section is to be completed by HR |

| * **Role** |
| --- |
| Click here to insert a description of the role |

| * **Key Responsibilities** |
| --- |
| * Click here to insert the responsibilities and duties of the job role |

| * **Duties and Key Tasks** |
| --- |
| * Click here to insert the duties and key tasks of the job role |

| * **Extra Factual Information** |
| --- |
| * The Trust is committed to safeguarding and promoting the welfare of all unborn babies, children and adults and is signed up to both the Wirral Safeguarding Childrens Partnership and the Wirral Safeguarding Adults Partnership Board associated policies and procedures. All Trust staff must be familiar with and adhere to these procedures. It is the post holder’s responsibility to attend the Trusts mandatory training Protecting Vulnerable People training, and to follow the relevant Trusts polices and practice guidance. |

| **Qualifications, Specific Experience & Training**  **Person Specification** | **Essential** | **Desirable** | **Measure** |
| --- | --- | --- | --- |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
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| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box   *If you require additional rows, use the ‘tab’ key to create a new line for this section, note the check boxes and drop down list will not appear on the additional lines. To delete rows, highlight the whole line, right click and ‘delete rows’* |  |  | Choose an item. |

| **Knowledge and Skills** | **Essential** | **Desirable** | **Measure** |
| --- | --- | --- | --- |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
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| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box   *If you require additional rows, use the ‘tab’ key to create a new line for this section, note the check boxes and drop down list will not appear on the additional lines. To delete rows, highlight the whole line, right click and ‘delete rows’* |  |  | Choose an item. |

| **Personal Attributes** | **Essential** | **Desirable** | **Measure** |
| --- | --- | --- | --- |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box   *If you require additional rows, use the ‘tab’ key to create a new line for this section, note the check boxes and drop down list will not appear on the additional lines. To delete rows, highlight the whole line, right click and ‘delete rows’* |  |  | Choose an item. |

| **Other Requirements** | **Essential** | **Desirable** | **Measure** |
| --- | --- | --- | --- |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box |  |  | Choose an item. |
| * Click here to enter text, then click on either the box of the Essential or Desirable as appropriate, then indicate how this will be measured for shortlisting, via the drop down box   *If you require additional rows, use the ‘tab’ key to create a new line for this section, note the check boxes and drop down list will not appear on the additional lines. To delete rows, highlight the whole line, right click and ‘delete rows’* |  |  | Choose an item. |

Click here to enter the Job Title of the Director

Click here to enter the Job Title of the Line Manager.

Click here to enter Job Title

Click here to enter the Job Title for this JD

Click here to enter Job Title

**Organisation Chart**