

## CTMUHB Job Evaluation Technical Document

*(Must accompany the job description and person specification document for the role)*

**JOB TITLE** Safeguarding Practice Educator  
**CAJE Reference Number** RYL/2024/0056  
**BAND** 7

Please complete this Technical Document with the Job Description and Person Specification document when submitting for job evaluation (job matching), although the Technical Document will not be required for recruitment purposes.

### Effort and Environmental Factors

**Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Evaluation (job matching) process.**

The examples provided should relate to the role, and be consistent with the information contained in the job description and person specification for the role. Three examples under each factor below should be sufficient for this purpose.

**The examples provided in the template should be deleted/replaced with examples relevant to the role.**

#### **Physical Effort**

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as: *'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job role.*

**N.B. Walking /driving to work is not included'. Many roles will require a combination of sitting, standing, and walking with little or no requirement for physical effort.**

**Where the role requires some physical effort, please provide examples and state:**

#### **How Often**

**Rare** – combination of sitting, standing, walking with little requirement for physical effort.

**Occasional** – at least 3 times per month but fewer than half the shifts worked.

**Frequent** – occurs on half the shifts worked or more.

#### **How Long**

|  |                  |                  |
|--|------------------|------------------|
| <b>Several Periods</b> – repeated recurrences of physical effort during the shift.<br><b>Ongoing</b> – continuously or almost continuously.<br><b>Short Periods</b> – up to and including 20 minutes.<br><b>Long Periods</b> – over 20 minutes.  |                  |                  |
| <b>Examples of Typical effort(s)</b>   | <b>How Often</b> | <b>How Long</b>  |
| Standing to deliver face to face training packages   | Occasional       | Long periods     |
| <b>Mental Effort</b>   |                  |                  |
| Please identify the normal requirement to concentrate in the job role, and determine how often and for how long the role holder is required to concentrate during a shift/working day, e.g. <i>'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.'</i>  |                  |                  |
| <b>Where the role requires some mental effort, please provide examples and state:</b><br><br><u><b>Type of Mental Effort</b></u><br><b>General Awareness</b> – carry out day to day activities, but no need to concentrate on complex or intricate matters.<br><b>Concentration</b> – role holder needs to stay alert for periods of one to two hours.<br><b>Prolonged</b> – requirement to concentrate for more than half the shift continuously, for example cytology screening.<br><b>Intense</b> – in-depth mental attention with proactive engagement, for example carrying out intricate clinical interventions.<br><b>Unpredictable</b> – role holder needs to change from one activity to another at a third-party request, where role holder has no prior knowledge, for example responding to an emergency bleep/cardiac arrest bleep. |                  |                  |
| <u><b>How Often</b></u><br><b>Occasional</b> – fewer than half the shifts worked.<br><b>Frequent</b> – occurs on half the shift worked.  |                  |                  |
| <b>Examples of Typical effort(s)</b>   | <b>Type</b>      | <b>How Often</b> |
| Safeguarding can be complex, often requiring people within this role to listen to very emotive and sensitive information.  | Intense          | Frequent         |
| This role requires a training and education, along with operational responsibilities for a variety of staffing groups which is likely to require the post holder to change activities to meet the needs of the service   | Unpredictable    | Occasional       |
| <b>Emotional Effort</b>  |                  |                  |
| Please identify how often the role holder will have exposure to direct and /or indirect distressing and / or emotional circumstances and the type of situations they may be required to deal with. For example, <i>'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to</i>  |                  |                  |

patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B.** Risk of violence is measured under Working Conditions

Where the role requires some emotional effort, please provide examples and state:

**Type of Emotional Effort**

**Direct** – role holder is directly exposed to a situation/patient/client with emotional demands.

**Indirect** – role holder is indirectly affected, for example word processing reports of child abuse.

**How Often**

**Rare** – less than once a month on average.

**Occasional** – once a month or more on average.

**Frequent** – once a week or more on average.

| Examples of Typical effort(s)  | Type   | How Often |
|--|--------|-----------|
| Through training, supervision and providing advice the post holder will be exposed to sensitive and sometime traumatic information, often requiring a supportive response to another staff member. | Direct | Frequent  |

**Working Conditions**

Please identify unpleasant working conditions or hazards, which are encountered in the role holder's working environment and establish how often and for how long the role holder may be exposed to them during a working day/week/month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations. **N.B.** Driving to and from work is not included.

**How Often**

**Rare** – less than three times a month on average.

**Occasional** – three times a month on average.

**Frequent** – several times a week, with several occurrences on each shift.

| Examples of Typical effort(s)   | How Often |
|---|-----------|
| This post holder will be required to use a VDU for prolonged periods. | Frequent  |