# A logo with a blue and gold design Description automatically generated

CAJE REF XXX/20XX/XXXX

APPROVED XX/XX/20XX

(please replace with organisation logo)

# JOB TITLE

# BAND

|  |  |  |
| --- | --- | --- |
| Job Summary | | |
| 3 or 4 broad statements about the main duties   * X * X * X * X | | |
| Responsible to | | |
| Reporting: | Accountable: | Professionally: |
| Responsibilities and Duties | | |
| The JE handbook is very clear about not writing JDs using the factor headings. However, you may find some of these heading useful or you can use your own. You can either leave them in the JD or take them out after. Remember, you don’t have to put something under every heading if the post does not require it.  Planning and Design  Improvement and Monitoring  Communications  Clinical  Non-Clinical  Finance and Budget  Management, Leadership and/or Training  Digital and Information | | |
| PERSON SPECIFICATION | | |
| Qualifications and Knowledge | | |
| EssentialDesirable | | |
| Experience | | |
|  | | |
| Skills and Attributes | | |
| Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh (please delete as appropriate)  Welsh Language Skills are essential at level 4 or 5 in understanding, speaking, reading, and writing in Welsh (please delete as appropriate) | | |
| Other | | |
| Satisfactory Standard/Enhanced DBS clearance including an/a Adults and Childrens Barred List check (delete as appropriate) | | |