

Job Evaluation –Additional Information

The Additional Information Sheet (AIS) should be completed to support the job evaluation process to include information required for Job Evaluation which is not already included in a Job Description or Person Specification. The AIS should reflect and support points in the JD to help the evaluation panel understand the levels of responsibilities required by the post holder. A good AIS should:

- Clarify any grey areas.
- Ensure information in the AIS reflects and supports points in the JD/PS and visa- versa.
- Ensure information is not contradictory as this can cause delays to grading.

This document follows the NHS Job Evaluation 16 Factor format to assist with the evaluation process. You do not need to provide information for each and every one of the 16 factors. Only give additional information where you feel that it will provide further understanding/clarity about the job role and will consequently assist with the Job Evaluation process.

JOB EVALUATION – ADDITIONAL INFORMATION SHEET					
Job Title:	Vehicle Technician				
Date:		Requesting Manager:		Signature:	
Job Ref (office use only)					
Factor 1 Communication <ul style="list-style-type: none"> • Nature of communication ie verbal, written, email, telephone, presentation (numbers, how often, what communicating) • Communication skills ie persuading, influencing, tact, diplomacy, negotiation • Who they are communicating with ie team, internal, external, individuals, groups • Information communicated ie complex, sensitive, contentious with some examples 			<ul style="list-style-type: none"> • Regularly communicates technical information with line manager, colleagues, other SECamb staff by phone and e-mail 		
Factor 2 Knowledge, Skills, Experience (be clear in PS and backed up with the detail in AIS) <ul style="list-style-type: none"> • Admin, clinical, technical, managerial, specialist knowledge eg NHS specific, 			Knowledge of systems and databases: <ul style="list-style-type: none"> • SECamb Zone (intranet) • Actus online 		

- Qualification in PS – be clear of the actual level eg accountancy qualifications ACC but what level is required. CIPD – part qualified diploma or masters level?
- Equivalencies eg what skills or knowledge are required to be degree equivalent in the role
- Detail of courses – internal or external needed for the role and confirmation of the duration and level of course
- CPD requirements
- Professional registration requirements

- Secamb Discover training
- Fleet Management computer system
- MS Office
- GRS
- Mercedes star & WIS diagnostic
- Manufacturers working systems
- Research & development of vehicle operating systems

Skills

- Good interpersonal and communication skills
- Works well independently and within a team
- Ability to work under pressure
- Good customer service skills
- Ability to standardise working systems and methods of work across the trust
- Ability to develop, influence & implement procedures to ensure areas are well managed. Knowledge of techniques of planning, monitoring & controlling programmes
- Possess excellent verbal, written & presentation skills
- Good overall mechanical knowledge of cars and light commercial vehicles
- Knowledge of the operation and function of a fleet maintenance workshop
- Extensive experience in the repair and maintenance of petrol and diesel vehicles, with the ability to work unsupervised on a diverse and specialised fleet.
- Ability to repair and maintain to the required standard service vehicles which have specialist bodywork / livery and fittings.
- Changing vehicle technologies require continuous training and specialist knowledge to deal with complex problems.
- Good level of knowledge in motor mechanics & diagnostics
- Knowledge of the operation and function of a fleet maintenance workshop

	<ul style="list-style-type: none"> Continually developing expertise in a specialist subject (e.g. vehicle diagnostics) as vehicles are continually evolving and becoming more complex. Specialist knowledge needed relating to technical vehicle details, vehicle repairs and preventative maintenance. <p>Experience</p> <ul style="list-style-type: none"> Extensive experience with light commercial vehicles, plant & machinery Extensive experience within the ambulance environment both mechanically and operationally To interpret and implement service data and statutory maintenance standards to ensure all work is to a standard to support emergency service work To manufacture vehicle components to a high standard using tools and equipment supplied <p>Qualifications / Training</p> <ul style="list-style-type: none"> Hold a recognised qualification in motor vehicle maintenance such as BTEC / HNC or City & Guilds level 3 and above Must have driving licence for categories of all types of SECamb vehicles (C1 driving licence) with no more than 3 points
<p>Factor 3 Analytical & Judgemental</p> <p>Measuring analytical skills to diagnose a problem and understand complex situations or information and judgemental skills to formulate solutions for recommendation/decisions • Types of decisions postholder is responsible for • Decisions postholder has involvement in • How decisions are taken – what’s needed for reference to support decision making? • Conflicting opinions possible? If so, who makes the decision, is it postholder? • Where there are gaps or missing data in decision making – who is responsible for the decision? • What data is used and their sources. • What support is available?</p>	<ul style="list-style-type: none"> Technical skills in diagnosing faults using state of the art computer diagnostic tools i.e. Mercedes Star and the correct reading of diagnostic fault codes Vehicle diagnostics Diagnosis of technical vehicle faults To examine, inspect and report thoroughly on the condition , roadworthiness or safety of any vehicle or equipment, including testing and use of diagnostic equipment
<p>Factor 4 Planning & Organisation</p>	<ul style="list-style-type: none"> Organises own day to day work

<p>Planning of own time, time of others? • What is the postholder planning? • The impact of the planning ie across individual, team, department, directorate, Trust, externally etc? • Timescale of plans – eg monthly, 6 monthly, annual, 3-5 five years • Frequency and nature of changes to plans and how they are accommodated to adjust plans • Staff rotas – how many staff, complexity of rota • Project management; Strategic planning; planning for Dept/ service.</p>	<ul style="list-style-type: none"> • Ability to priorities workloads autonomously
<p>Factor 5 Physical Skills</p> <ul style="list-style-type: none"> • Driving is necessary for job role – define frequency and whether this will be driving at high speeds • Standard keyboard or advanced keyboard which requires specific training which should be clearly detailed in the Person Specification • Highly developed physical skills which require a high degree of precision or speed 	<ul style="list-style-type: none"> • Driving • Precision when fitting parts or will cause vehicle to fail • Physical skills required a majority of time when using hoists to lift engines out of vehicles, tail lifts, etc. • Use of specialist tools relating to vehicle repairs • High degree of accuracy required, mistakes can lead to vehicle failure
<p>Factor 6 Patient / Client Care Non-operational roles ie IT, HR, Finance, and other similar roles would not normally be classed as delivering Patient Care and would normally score at level 1- if this is not the case give examples.</p> <ul style="list-style-type: none"> • What contact does the Job Holder have with patients/clients/service users and what is the nature/frequency of the contact? • Is the Job Holder responsible for providing care and, if so, what is the nature of the care provided? • Does the Job Holder have a responsibility for designing and/or implementing care programmes and, if so, does this involve other health care professions/disciplines? • Does the Job Holder have to work to and follow defined protocols/procedures? • Does the Job Holder have any involvement in the development and writing of such protocols/procedures? • Does the Job Holder have a lead role/responsibility for any aspects of patient care? 	<ul style="list-style-type: none"> • Ensuring vehicle is roadworthy and safe • Directly involved with operational clients to provide a tool for them to do their job
<p>Factor 7 Policy & Service Development</p> <ul style="list-style-type: none"> • All posts are presumed to follow policies and procedures, give examples where post holder is responsible for implementing or developing policies and procedures and whether these impact within own work area, the wider 	<ul style="list-style-type: none"> • To apply SECAMB policies in respect of safety, maintenance practise and standards to ensure that maximum benefit is obtained in terms of vehicle availability and minimising maintenance costs •

<p>Directorate or across the Trust. Does the Job Holder have any responsibility for the development and implementation of policy and/or services?</p> <ul style="list-style-type: none"> • Does the Job Holder only implement changes to established working practices or procedures? • Does the Job Holder have any responsibility or involvement for the development of policy and/or services? • Is the Job Holder's responsibility limited to her/his own work area or does their responsibility have a wider impact? • Does the Job Holder have responsibilities across more than one service/department? • Does the Job Holder's responsibility/involvement in policy development or service development impact on their direct working area or across the organisation? <p>Does the Job Holder represent the team/department/organisation on any long-term planning or developmental groups</p>	
<p>Factor 8 Financial / Physical Resources Measuring financial resources (cash, cheques, debit and credit, invoice payment, budgets, revenue, income generation) and physical assets (clinical, office and other equipment, tools and instruments: vehicles, plant and machinery, premises, fixtures and fittings, stocks and supplies) • Are they a signatory – how much per month? • Delegated budget holder – how much is the budget, expenditure per month? • Budget holder responsibilities – how many budgets, value of each • Budget setting responsibilities – own budget or others?, How many budgets/areas? • I-Procurement responsibilities eg do they order, have responsibility for the authorisation of order, checking of invoice or payment of invoice etc. How much, how often? • Stock security? • Security of equipment used by others</p>	<ul style="list-style-type: none"> • Responsible for maintenance, stock control and security of stock • Safe use of expensive equipment (ambulance valued at over £100K each) • Responsible for workshops and all equipment therein including computer systems • Responsible for all plant and machinery – vehicle ramps, tooling, equipment, compressors • Ensure workshops are left in a secure state when not open and ensure adequate security during opening hours • To account for all parts and equipment used by means of booking it out in the appropriate manner.
<p>Factor 9 Human Resources Supervision and management of staff Responsibilities for the day to day supervision of staff ? manage a group of staff, or department(s) of staff? How many staff? Which departments do they manage – name and nature of work. Confirm which HR responsibilities apply in the post: • initial stages of grievance and discipline • appraisal • acting as appointment panel member • ensure that appropriate training is delivered to staff • review</p>	<ul style="list-style-type: none"> • To supervise and instruct, where required, apprentices, semi-skilled staff and to attend any training courses as required by SECamb.

work performance and progress • work allocation and checking • management of sickness absence • recruitment and selection decisions • personal and career development • departmental workload and allocation Staff Training • Do you train others? • What is the training, how delivered, how often is it delivered? • Do you advise others? What advice, how often?	
Factor 10 Information Resources Measuring information resources (computerised or paper based) and information systems (hardware and software) Information production and storage for others • Confirmation of whether postholder has to process data via: Word processing, letters, documents or processing test results, statistics, etc complied by others with an indication of how regularly task carried out • Requirement for taking and transcribing formal minutes. Formal = published to a wider audience and significant job responsibility, not departmental meetings or processing minutes taken by others, indicate how regularly task is carried out. Use of computer software for design, development or data manipulation Requirement for: • creating spreadsheets which include formulas, how often, what purpose? • manipulating data using spreadsheets, databases or other software, how often, what purpose? System design, operation and maintenance Responsibility for: • Maintaining information systems/installing software? • Adapting, designing or development of information systems • Operation of information systems as a major job responsibility (ie in job purpose) • Confirmation of whether the responsibility is for part of a system, or the whole system and the impact of the information resource eg across Team, Department, Directorate, Trust or beyond into wider NHS, DH, etc.	<ul style="list-style-type: none"> To have comprehensive knowledge of vehicle electrical systems, including modern vehicle electronic management and of computer based workshop diagnostic equipment.
Factor 11 Research & Development Measures informal and formal clinical or non-clinical research and development activities underpinned by appropriate methodology and documentation. Includes testing of clinical or non-clinical equipment. Requirement for and confirmation of how often eg daily, weekly, monthly? • Surveys • Audits • developing or securing funding	<ul style="list-style-type: none"> Equipment audits Equipment testing
Factor 12 – Freedom to Act Measures accountability for actions and those of others, to use initiative and act independently: and the discretion available to take action.	<ul style="list-style-type: none"> Follow policies laid down by the Ministry of Transport and Vehicle Inspectorate

<ul style="list-style-type: none"> • Is work checked on a regular or sample/random basis or assessed at agreed intervals eg monthly, quarterly. • Is supervisor or manager generally close by or contactable or only available at certain times? • Is guidance provided by colleagues/manager or others outside of the organisation? • Describe areas of responsibility where post holder acts independently and those where advice or guidance is required. Constraints, policies and procedures • To what extent is the role governed by policies and procedures or SOPs which cannot be deviated from? • How often can initiative be used in non-routine situations – examples • Is role bound by broad professional standards only with significant discretion for the post holder • What is level of responsibility for determining the interpretation/application or implementation of policies/professional standards and how much freedom to take action based on own interpretation 	<ul style="list-style-type: none"> • To use safe working practices and procedures as defined by SECamb Health & Safety policies, the HSE and other legislative bodies
<p>Factor 13 – Physical Effort Measures nature, level, frequency and duration of physical effort.</p> <ul style="list-style-type: none"> • Are there requirements for lifting, pushing, pulling, bending, kneeling, crouching and stretching, crawling, climbing or working in physically cramped conditions, heights? • Requirement for standing/sitting with limited movement, repetitive movements? 	<ul style="list-style-type: none"> • Working in cramped conditions particularly when working under vehicles when access to a vehicle ramp cannot be gained. • Working at height when maintaining vehicle skylights, roof lighting, beacons, etc. • Heavy physical effort in relation to hand tools, spanners, wrenches, etc. • Use of hoists to lift engines out of vehicles, tail lifts, etc.
<p>Factor 14 – Mental Effort</p> <ul style="list-style-type: none"> • Describe the duties undertaken that require concentration, length of concentration, how often • If you are interrupted in the course of the work, describe nature of concentration and whether this requires a change in priority, how often 	<ul style="list-style-type: none"> • Brakes, welding, electrical work – prolonged concentration on a frequent basis
<p>Factor 15 – Emotional Effort Measures nature, level, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are considered distressing and/or emotionally demanding</p> <ul style="list-style-type: none"> • Examples of the types of distressing or emotional issues in the role, direct or indirect and frequency. 	<p>N/A</p>
<p>Factor 16 – Working Conditions</p> <ul style="list-style-type: none"> • Using transport on a regular basis, how often, how long? • Using a computer or VDU for majority of shift? • Exposure to extreme temperatures, unpleasant smells or odours, noise, dust/dirt, dangerous chemicals, aggressive verbal behaviour, infectious materials, bodily fluids, aggressive physical behaviour? 	<ul style="list-style-type: none"> • Working in a workshop environment on a daily basis: <ul style="list-style-type: none"> ○ Noisy environment ○ Cold in Winter and hot in Summer ○ Dirty environment – dust, oil, exhaust fumes ○ Unpleasant smells – fuel, chemicals, exhaust fumes

	<ul style="list-style-type: none">○ Work with many chemical sprays and waste motor products e.g. waste engine oil○ All kinds of body fluids can be in the rear of vehicles that come into workshops, particularly around stretchers which our workshops repair and service○ Infectious materials – vehicles brought in for defects by operational crews may still have hazardous waste on-board○ Attending roadside breakdowns when necessary○ Flexibility to work at any other SECamb sites to provide additional cover when required
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