

# Embedding values into job descriptions and person specifications

## Why should people want to work for you?

Once you have agreed your workplace values, you're ready to include them in job descriptions and person specifications.

This doesn't need to be a daunting job, just follow these easy steps:

1. Review your workplace's existing job description to ensure that the responsibilities are accurate and reflect the job requirements.
2. Embed your values into job descriptions.
3. Review your person specification to ensure that this represents what you are looking for.
4. Embed your values into person specifications.
5. Take account of the legal background.

Remember that you can adapt these suggestions to reflect the needs of your workplace.

### Scenario – Example care home

Please note this is a fictional care home and makes no real resemblance to any care home or homes with a similar name.

The home has recently established their workplace value, using the example values and behaviours framework for ideas and guidance, and is working to embed these values into the recruitment process for a care home assistant.

The care home has agreed their values are:

- **caring** – being kind and giving emotional support to others.
- **dignity and respect** – being considerate towards colleague and people who use our care and support service.
- **learning and reflection** – improve on future performance by analysing what you have learned and how far you have come.
- **commitment to quality care and support** - continuous safe, compassionate care for every person who uses and relies on our care and support services.

The following steps demonstrate how a care home can embed these values into job descriptions and person specifications for a care assistant role.

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## Step one: Review your workplace’s existing job description to ensure that the responsibilities are accurate and reflect the job requirements

Here are two examples below taken from an example care home’s care assistant job description. Review these types of statements on your workplace job descriptions each time you recruit to see if anything has changed or needs adding so it is an accurate reflection of the role you are recruiting to.

“To assist people who use our care and support service with all aspects of personal care. Including, washing, personal hygiene, dressing and assisting with meals.”

“To help people who use our care and support service participate in daily activities of their choice such as day trips, recreational/ leisure activities, crafts, reading, writing”.

## Step two: Embed your values into job descriptions

There are different ways that values can be embedded into a job description – here are a few suggestions.

### A) Detail your workplace values as a separate requirement within the key responsibilities.

#### Duties and responsibilities

“To assist people who use our care and support service with all aspects of personal care. Including washing, personal hygiene, dressing and assisting with meals”.

“To help people who use our care and support service participate in daily activities of their choice such as day trips, recreational/ leisure activities, crafts, reading, writing”.

“To promote and adhere to the workplace values of the care home (caring, dignity and respect, learning and reflection, commitment to quality care and support)”.

### B) Describe the values of the workplace as a separate section in the job description.

Job description
<b>General Information</b>
Title:
Reports to:
<b>Workplace values</b>
<b>The post holder will be expected to operate in line with our workplace values which are:</b> <ul style="list-style-type: none"><li>• <b>caring</b> – being kind and giving emotional support to others.</li><li>• <b>dignity and respect</b> - being considerate towards colleagues and people who use our care and support service.</li><li>• <b>learning and reflection</b> - improve on future performance by analysing what you have learned and how far you have come.</li></ul>

- **commitment to quality care and support** - continuous safe, compassionate care for every person who uses and relies on our care and support services.

### Duties and responsibilities

“To assist people who use our care and support service with all aspects of personal care. Including, washing, personal hygiene, dressing and assisting with meals”.

“To help people who use our care and support service participate in daily activities of their choice such as day trips, recreational/ leisure activities, crafts, reading, writing”.

**C) Incorporate values into the key responsibilities section of the job description. In this example dignity and commitment have been embedded.**

### Duties and responsibilities

“To assist with all aspects of personal care. Including, washing, personal hygiene, dressing and assisting with meals, **whilst ensuring dignity and respect are maintained at all times for people who use our care and support service**”.

“To show **commitment to the mental and physical wellbeing** of people who use our care and support service by helping them participate in daily activities of their choice such as day trips, recreational/ leisure activities, crafts, reading, writing”.

## Step three: Review your person specification to ensure that this represents what you are looking for

The person specification details the type of person, skills, qualifications, behaviours and attitudes, which enable a person to perform the job successfully, in accordance with the workplace values.

For candidates who are neurodivergent or who have a disability and who share your values, it is important to state that you are willing to make reasonable adjustments to the recruitment process enable them to have the best opportunity to succeed during your recruitment process.

Here is an example of a person specification for a care assistant role.

### Person specification

#### Essential skills and experience

- Excellent organisational skills
- A team player but also able to work on own initiative
- Self-motivated and flexible
- Ability to provide emotional and social support
- Excellent communication skills both written and verbal
- Excellent attendance and punctuality record

#### Education/Qualifications

- QCF units in health and social care or equivalent is **desirable** but an opportunity to undertake this will be available.
- Good standard of written and verbal English

## Step four: Embed your values into person specifications

- A) Include the workplace values to what has already been stated in the person specification.

### Person specification

#### Essential skills, experience and values

- **A caring individual who is passionate about providing care and support to vulnerable people.**
- **You help people to retain their dignity and respect their privacy when delivering personal care to them.**
- Excellent organisational skills.
- A team player but also able to work on own initiative.
- Self-motivated and flexible.
- Ability to provide emotional and social support whilst promoting dignity and respect.
- Excellent communication skills both written and verbal.
- Excellent attendance and punctuality record.
- **You follow agreed procedures and standards in your work and ensure you provide a safe and effective service to others.**
- **You are honest and transparent and are not afraid to admit when you have made a mistake.**

If you have challenges understanding any of the above values or behaviours and how you may have demonstrated these, please contact us for an informal chat.

We are committed to providing disabled and neurodivergent applicants with any reasonable adjustments or accommodations needed. Therefore, please let us know if you require any reasonable adjustments as part of the recruitment or interview process. We are very happy to help and can make suggestions if you are unsure about what is available.

#### Education/Qualifications

- QCF units in health and social care or equivalent or a commitment to undertake further training and development.
- Good standard of written and verbal English. (The organisation will support employees to develop these, and other core skills needs).

**B) Include a separate section which highlights the workplace values and the behaviours that underpin them.**

## Person specification

### Essential skills and experience

- Excellent organisational skills.
- A team player but also able to work on own initiative.
- Self-motivated and flexible.
- Ability to provide emotional and social support.
- Excellent communication skills both written and verbal.
- Excellent attendance and punctuality record.

### Education/Qualifications

- QCF units in health and social care or equivalent is desirable but an opportunity to undertake this will be available.
- Good standard of written and verbal English.

### Values

Ability to demonstrate, understanding and apply our workplace values. These are embedded in all roles and that applicants must evidence their values as part of the application process.

- **caring** – being kind and giving emotional support to others.
- **dignity and respect** - being considerate towards colleagues and people who use our care and support service.
- **learning and reflection** - improve on future performance by analysing what you have learned and how far you have come.
- **commitment to quality care and support** - continuous safe, compassionate care for every person who uses and relies on our care and support services.

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## Step five: Take account of the legal background.

Ensure that the content of your job descriptions and person specifications don't discriminate against a particular group of employees or potential employees. Be careful not to specify a preference according to gender, race, religion, age or physical ability. In certain circumstances it may be a requirement for an individual to hold a certain characteristic although this is not common. For further information go to [www.acas.org.uk](http://www.acas.org.uk).