

Embedding values into job descriptions and person specifications

Once you have agreed your workplace values (for further information on how to do this, please see the [example values and behaviours framework](#) for adult social care) you're ready to incorporate them into your job descriptions and person specifications.

This doesn't need to be a daunting job and here are some tips to help you get started. Please remember these are only examples - 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 values, 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 assistant.

In this scenario the care home has agreed their values are:

- caring
- dignity and respect
- learning and reflection
- commitment to quality care and support.

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

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

Two examples below have been taken from Example care home's care assistant job description.

"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 Example 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
General information
Title:
Reports to:
Workplace values The post holder will be expected to operate in line with our workplace values which are: <ul style="list-style-type: none">▪ caring▪ dignity and respect▪ learning and reflection▪ commitment to quality care and support.
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.

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

Person specification
Skills and experience <ul style="list-style-type: none">▪ 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 <ul style="list-style-type: none">▪ 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
Skills and experience <ul style="list-style-type: none">▪ A caring individual who is compassionate 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.

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
Skills and experience <ul style="list-style-type: none">▪ 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 <ul style="list-style-type: none">▪ 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 <p>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.</p> <ul style="list-style-type: none">▪ Caring.▪ Dignity and respect.▪ Learning and reflection.▪ Commitment to quality care and support.

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.