

Role Profile Addendum

(to be completed for generic role profiles, mapped to multiple positions)

Please provide details specific to this position. While this information will not be used for job evaluation purposes, it will support processes such as recruitment and selection, salary supplements, performance management, and other relevant business processes.

Job Title:	
Role Profile Reference Number:	
Role Profile Title	
Directorate	
Service area	

Specific responsibilities associated with this position

Use this section to add (if necessary) any additional information about the key responsibilities that are specific to the position and are not included in the Accountabilities or Role Purpose sections in the Role Profile.

- Outline key responsibilities unique to the position that **are not already covered** in the generic role profile. Please ensure not to duplicate what is already in the role profile.
- Focus on outcomes and describe how they should be achieved.
- Limit to six bullet points.

Specific person specification associated with this position

Use this section to add (if necessary) any additional information about the specific qualifications, knowledge and skills required for this position that are not included in the Knowledge/Skills/Experience section in the Role Profile.

- Add any additional qualifications, knowledge, skills, or attributes specific to the role.
- May include personal qualities, specific experience, or professional memberships. These should all be objective and measurable where possible.
- **Avoid duplicating content from the generic role profile.**
- Limit to six bullet points. If none, state:
“None – please refer to Knowledge/Skills/Experience section above.”

Other requirements for this position

Use this section to identify other requirements for this position.

- **Health Surveillance:**

Will the postholder be exposed to hazards that will require health surveillance? Yes/No

- **Politically Restricted Posts:**

Is this post politically restricted? Yes /No

- **Lone Working:**

Will the postholder be required to work alone? Yes/No

- **Supplementary Payments (eg Recruitment & Retention payment):**

Is there any approved salary supplement in place for this role? Yes / No

- **DBS Check:**

Will the postholder require a DBS check? Yes/ No

- **Career Grade/Career Pathway**

Is there an established career grade or career pathway in place for this post? Yes/No

For P & R Use Only:

Role Profile Addendum Reference Number:

Date Saved: