

Our Ref: 480/2022
JANUARY 2022

Re: Your request made under the Freedom of Information Act 2000

I would like to request copies of all Job Descriptions and Person Specifications for Estates Maintenance Electrical Craftsperson/Craftsman issued by Doncaster and Bassetlaw Teaching Hospitals and any predecessors for the purpose of recruitment, from 2004 to the present.

I would also like to request copies of all and any documents that demonstrate that every Job Description for Estates Maintenance Electrical Craftsperson/Craftsman issued by Doncaster and Bassetlaw Teaching Hospitals since 2004 to the present, have been assessed to ensure any changes to the Job Description do not require the said Job Description to be submitted to the panel for re-banding.

As per Paragraph 31.6, NHS Terms and Conditions Service Handbook Amendment No48, 4th August 2022.

"Each job should have a written job description and person specification. These should be reviewed regularly and **at least every time a vacancy occurs**, to ensure that they remain relevant and are flexible, including making reasonable adjustments where people with disabilities apply. Should significant changes be made to a job description, the usual job evaluation procedures should be followed to determine pay banding."

We do not keep central copies of job descriptions and our recruitment files are only kept for 12 months. Our agenda for change lead has advised that we have not been asked to review electrical craftspersons job descriptions.

It is not be feasible to go back 18 years as we do not hold this information centrally and recruitment for Estates and Facilities wasn't centralised during some of this time.