

Guiding Principles for the adaptation of Generic Jobs & Person Specifications.

Background

It is acknowledged that the introduction of the New Nursing and Midwifery Career Structure will result in significant change in nursing and midwifery roles and classification. Essential to the facilitation of role translation/migration and the career structure implementation is the development and signing of role specific Job & Person Specification (J&PS).

To assist with the consistency in role classification and implementation, generic J&PS have been developed in consultation with and endorsement by the Career Structure Implementation Central Guidance Group (CSICGG).

Guiding Principle

The following outlines the guiding principles for the use of the generic J&PS in the development of role specific J&PS.

- In the development of the Generic J&PS the current Department of Health template for J&PS has been utilised. Where local or regional J&PS approved templates exist these can be used to create a local/regional role specific J&PS.
 - Prior to the development of the role specific J&PS, the practice model for the role needs to be determined from those outlined for the classification in summary of the broad purpose of the position.
 - All of the role descriptors for each new nursing and midwifery classification, as per the Nurses/Midwives (South Australian Public Sector) Enterprise Agreement 2007 appendix 4, have been included in the generic JP&S.
 - To assist with ease of identification the descriptors are highlighted blue in each JP&S.
 - The generic J&PS will need to be personalised to the specific role to ensure the J&PS relates directly to the role being performed
 - To maintain consistency of the classification and roles the descriptors can be localised however the intent should remain consistent,
 - *Attached is an example template designed to assist with this, which can also be utilised to assist with the reclassification process.*
 - *The template lists the criteria for each role on the left and right hand column is used to identify the correlating role specific statement in the new J&PS.*
 - The key statement headings and the essential and desirable criteria can be adapted to meet the requirements of the role locally however any changes must also provide for consistency for similar roles across the public sector.
 - The Essential Criteria additional qualifications should not be changed however any additional qualification requirements can be included under the Desirable Criteria Educational/Vocational Qualifications section.
- (NB: Any changes negotiated during the life of the agreement will be advised via updates to this document accordingly.)*
- Signing of the newly created role specific J&PS by the individual Nurse and or Midwife is the final stage in the role translation/migration, as this establishes acceptance of the new role classification and requirements by the organisation and the individual Nurse and or Midwife.



Government of South Australia

Department of Health