



JOINT SERVICE JOB EVALUATION TEAM

JOB ANALYSIS QUESTIONNAIRE

Note: When inserting text within the boxes the box will expand automatically as you type. Use the Table Menu to insert additional rows if required.

Lettering of sections refers to Guidance Notes

YOUR DETAILS

Rank, Initials & Name:	
Job Title:	
Dept / Section:	
Unit:	
Postal Address:	
Work Phone (Mil):	Work Phone (Civ):
Work Fax (Mil):	Mobile Phone:
Work E-Mail:	
Home or External E-Mail:	
Time in Post (Months):	Time in current rank (Months):
Time in Services (Years):	

A. YOUR POSITION WITHIN THE WORK AREA.

Complete the following list to show your position within the work area, listing only established posts:

	<u>Rank</u>	<u>Job Title</u>
1. Your Superior's Superior		
2. Your Immediate Superior		
3. Staff who report directly to 1. above, no matter what rank/grade		
<i>(insert additional rows as required)</i>		

	<u>Rank</u>	<u>Job Title</u>
4. Staff who report directly to your immediate superior (2. above), no matter what rank/grade		
<i>(insert additional rows as required)</i>		

	<u>Rank</u>	<u>Job Title</u>
5. Staff you directly supervise -		
<i>(insert additional rows as required)</i>		

	<u>Ranks</u>	<u>Numbers</u>
6. Staff you indirectly supervise - (i.e. those who are supervised by your subordinates at 5. above)		
<i>(insert additional rows as required)</i>		

	<u>Ranks</u>	<u>Numbers</u>
7. Staff you have functional authority over (i.e. those whom you have some form of control over but who report to someone outside your line management)		
<i>(insert additional rows as required)</i>		

B. ROLE OF YOUR UNIT

Explain the role of your unit and give the approx Unit personnel establishment figures for officers and other ranks and, where appropriate, civilians.

Section/Sqn role:

Unit role:

C. MAIN PURPOSE OF YOUR JOB

Give a brief statement of the purpose of your job.

D. KEY TASKS/ VARIETY OF ACTIVITIES (Factor 1B)

In a typical year
 I spend% of my work time In Barracks / On Base / In Harbour
 I spend% of my work time Deployed on Exercise and Operations / At Sea

Give your main job activities and explain these by detailing the work you are required to undertake in the normal course of your job. Indicate the time you spend on each as a percentage *(insert additional rows as required)*

	Task	<u>% On Base / In harbour</u>	<u>% Off Base / At Sea</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
		Total: 100%	

E. BREADTH OF APPLICATION

What is your immediate working group? Who do you work with beyond this and for what purpose?

F. KNOWLEDGE, SKILLS AND EXPERIENCE (Factor 1A)

List the training necessary to undertake your current job, the duration of each course and indicate whether the training is a Mandatory (M) or Desirable (D) requirement.

<u>Course</u> <i>(insert additional rows as required)</i>	<u>Duration</u>	<u>(M) / (D)</u>

State the minimum experience required to perform your current duties.

G. COMPLEXITY (Factor 2A)

This section considers the complexity of the tasks that you routinely have to undertake and the degree to which you have to think for yourself and take initiative.

What are the main complexities that you face in undertaking your specified tasks and how do you solve them? Give examples, both technical and non-technical

What routine difficulties do you face and how do you solve them? Give examples, both technical and non-technical

H. MENTAL CHALLENGE (Factor 2B)

How often and to what extent do you use your initiative in your daily tasks? Give examples..

To what extent are your actions guided or controlled by detailed instructions such as maintenance manuals, regulations, protocols and standard operating procedures? Give examples

I. JUDGEMENT AND DECISION MAKING (Factor 3A)

This section gauges how much independent action is required from you. Describe what guidance is available to you and how often you use it.

Give examples of judgements and decisions you make without consultation. Explain whether you have executive authority for the final decision.

When and why do you consult your Branch/Section Head/Line Manager?

Who checks your work, how often and in what way? (Include QA and HSW checks)

Are policy or working procedures formulated or changed as a result of advice or suggestions provided by you? Please give examples.

J. CONTRIBUTION AND IMPACT (Factor 3B)

This measures the effects your job can have on your working group and wider organisations.

What are the positive and negative impacts of your judgements and decisions?

K. FINANCIAL AND SUPERVISORY RESPONSIBILITY (Factor 4A)

	Yes/No	Amount/Value
Are you a budget holder, if so what is the overall amount?		
Are you responsible for controlling or managing resources, ie an inventory holder? If so, give brief details of equipment and its overall approx value.		
Are you responsible for managing project-based expenditure? Give overall approx amount.		

Insert details below to clarify your answers if it would help the Analyst fully understand your role in financial and resource management. You should explain here if you are **not** an inventory holder but supervise kit/equipment on a regular basis

What access and to what level does your job require you to have to classified information/equipment?

How many established personnel do you manage/supervise and at what ranks?

Do you write or sign reports on the performance of other people? If so, who for? *(Please note if you are First, Second, Third Reporting Officer etc.)*

What involvement do you have in staff training, including on the job training?

L. INFLUENCE (Factor 4B)

This concerns the level of your authority, whether it is line management, advisory or supportive, and hence the degree of your influence.

How do you contribute to the overall success of your working group and organisation?

M. PROJECT AND COMMITTEE PARTICIPATION (Factor 4B)

What participation do you have in committees, projects or working groups associated with your job? How often do they meet and at what rank are they chaired? What meetings and briefings do you attend?

Committee <i>(insert additional rows as required)</i>	How often it is held	Senior Rank Present

N. CONTACTS AND COMMUNICATIONS (Factor 5)

This section assesses the contacts necessary to do your job. Indicate under the headings given how often and for what reasons you contact others. Contact can be face-to-face, in writing or electronic, but **exclude immediate colleagues or managers in your line management chain.**

Internal Communications (ie with all those who have fundamentally the same aims as you)		
At what level	How often	For what purpose

External Communications (ie with all those who have fundamentally different aims from you)		
At what level	How often	For what purpose

O. HEALTH AND SAFETY (Factor 6)

This section determines the level of exposure to risk associated with your job and the personal protection required.

List all H & S risks to which you are exposed in the normal course of your work, including on deployment.

What, if any, personal protection clothing and equipment do you wear? Does your work involve adopting uncomfortable working positions and if so how?

Briefly describe your working environment. Is it a secure/controlled area? Are you exposed to the weather or wet/dirty conditions in the normal course of your work?

FINALLY

Do you have any other comments you wish to make about your job?

Thank you for completing this form. **Send** the form to the Job Analyst but **retain a copy** for your use during the interview. You should **also** send a copy of your Terms of Reference / Job Specification / RORRS Record 1 as appropriate.