



Right values, right people:
recruitment toolkit

Embedding values into job descriptions and
person specifications

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Once you have agreed your workplace values (for further information on how to do this, please see the Common Core of knowledge skills and values example behaviours tool) you are ready to build them into your job descriptions and person specifications.

This does not need to be a difficult job and here are some tips and scenarios that can help you think about how to get started. Please remember these are only examples, you can adapt these suggestions to reflect the needs of your workplace.

Scenario – Example care home*

The home has recently established their workplace values, using the example values and behaviours framework for adult social care for ideas and guidance, and is working to embed these values into the recruitment process for a care assistant.

The care home has agreed their values are:

- respect
- collaboration
- participation and dignity
- empowerment.

Please note this is a fictional care home and makes no reference to any real care home or homes.

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

Step one: Review the existing job description to make sure the responsibilities are accurate and reflect the job requirements

Here are two examples 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 and writing.'

Step two: Embed your values into job descriptions

There are a number of ways you can incorporate values into a job description; here are a few suggestions.

A) Give your workplace values as a separate requirement in 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 and writing.'

'To promote and adhere to the workplace values of Example care home (respect, collaboration, participation and dignity, and empowerment).'

B) Describe the values of the workplace as a separate section in the job description.

Job description
General information
Title:
Reports to:
<p>Workplace values</p> <p>The post-holder will be expected to operate in line with our workplace values which are:</p> <ul style="list-style-type: none"> • respect • collaboration • participation and dignity • empowerment.
<p>Duties and responsibilities</p> <p>'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.'</p> <p>'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 and writing.'</p>

C) Incorporate values into the key responsibilities section of the job description. In this example participation and dignity have been embedded.

<p>Duties and responsibilities</p> <p>'To assist with all aspects of personal care including washing, personal hygiene, dressing and assisting with meals, while ensuring participation and dignity are maintained at all times for people who use our care and support service.'</p> <p>'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 and writing.'</p>

Step three: Review your person specification to make sure 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

- 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

- SVQ Social Services and Healthcare at SCQF level 6 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

- A caring individual who is able to respect and seeks to empower people using services.
- You are able to help people to retain their participation and dignity 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 are able to 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 you take opportunities to learn when things go wrong.

Education/Qualifications

- SVQ Social Services and Healthcare at SCQF level 6 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">• SVQ Social Services and Healthcare at SCQF level 6 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.)
Values and behaviours <p>Ability to demonstrate, understand and apply our workplace values. These are embedded in all roles and applicants must evidence their attitudes/behaviours as part of the application process:</p> <ul style="list-style-type: none">• respect• collaboration• participation and dignity• empowerment.

Step five: Take account of the legal background

Make sure the content of your job descriptions and person specifications does not 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

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