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| **Appendix 3**Form JE14 – HR Comparison Form for New Posts |
| This form requires to be completed by the HR Officer / Adviser to identify any similar posts within NHS Fife. Please ensure form JE10 – New Post: Job Description Submission is also completed and returned to Sandra Raynor. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** |  | **JD Ref No (to be inserted by SR):** |  |
| **JD Ref Comparator Post:** |  | **Date:** |  |
| **HR Officer / Adviser Details:** |  | **Senior HR Manager:** |

 **New Post Comparator Post**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Factor** | **Brief Rationale** | **JE Level** | **JE Score** | **JE Level** | **JE Score** |
| 1. Communication |  |  |  |  |  |
| 1. Knowledge / Training & Experience
 |  |  |  |  |  |
| 3. Analytical Skills |  |  |  |  |  |
| 4. Planning & Organisational Skills |  |  |  |  |  |
| 5. Physical Skills |  |  |  |  |  |
| 6. Patient / Client Care |  |  |  |  |  |
| 7. Policy and Service |  |  |  |  |  |
| 8. Financial and Physical |  |  |  |  |  |
| 9. Human Resources |  |  |  |  |  |
| 10. Information Resources |  |  |  |  |  |
| 11. Research & Development |  |  |  |  |  |
| 12. Freedom to Act |  |  |  |  |  |
| 13. Physical Effort |  |  |  |  |  |
| 14. Mental Effort |  |  |  |  |  |
| 15. Emotional Effort |  |  |  |  |  |
| 16. Working Conditions |  |  |  |  |  |
|  | **Total Score** |  |  |  |  |
|  | **Band Outcome** |  |  |  |  |
| Job Family: |  |
| Sub Job Family: |  |
| National Profile Selected: |  |
| Signed: |  | Date: |
| Signed: |  | Date: |