

## **Guide for Managers: Role Profiles and Addendums**

### **1.0 Introduction:**

From 1 December 2025 when Pay and Reward is implemented job descriptions will no longer be used at BCP Council. They will be replaced by Role Profiles and Addendums (where needed – see below).

#### **What Are Role Profiles?**

**Role profiles** are standardised documents that describe the key responsibilities, required skills, and expectations for each job role across BCP Council. They have been developed as part of the Pay and Reward project to replace the previous system of multiple job descriptions and person specifications for similar roles. This change is designed to ensure fairness, consistency, and transparency in how roles are evaluated and rewarded.

Role profiles have been created in collaboration with service area management teams and external consultants (Korn Ferry), ensuring that each profile accurately reflects the competencies and requirements for the council's diverse range of roles.

#### **Why Are Role Profiles Important**

**Foundation for Pay and Grading:** The work on role profiles has formed the basis for pay and grading decisions under the new structure. By consolidating multiple job descriptions into single, generic role profiles, the council can ensure equal pay for equal work and comply with equal pay legislation.

**Consistency and Fairness:** Role profiles help eliminate discrepancies where similar jobs previously had different job descriptions and pay rates. This supports a fair and competitive pay system and helps attract and retain talent.

**Transparency:** Employees can clearly see the expectations and requirements for their roles, and how these relate to pay and grading decisions.

### **2.0 Guide for Managers: Using the Role Profile Addendum**

#### **2.1 Purpose of the Role Profile Addendum**

The Role Profile Addendum is designed to supplement generic Role Profiles (RPs) with position-specific details, following the introduction of the council's new pay and grading structure.

The addendum ensures that essential role-specific information is captured to support recruitment, performance management, job evaluation, salary supplements, organisational change processes and other requirements that are specific to the position (see 3.3 below).

#### **2.2 When to Complete an Addendum**

A role profile addendum should be completed when a generic role profile applies to multiple positions and does not provide sufficient job-specific detail—particularly where additional information is needed to support recruitment or other processes, as standalone job descriptions are no longer in use.

However, not all roles will require an addendum. They should only be used when the standard role profile does not fully reflect the specific duties, qualifications, or expectations of the position. Any addendum must align with the main role profile to ensure consistency and clarity.

#### **2.3 How to Complete an Addendum**

To ensure consistency a Role Profile Addendum Template has been created <[Role Profile Addendum Template.docx](#) . Some example addendums have also been created to provide an illustration of what is required and can be found here [Role Profile Addendum\\_example\\_Accountant\\_Level3.docx](#)

It is important to ensure information included in the addendum is clear, concise, and relevant to the specific position and does not duplicate what is in the role profile.

## 2.4 Who is responsible for completing the addendum

It will be the responsibility of the manager when preparing the role profile addendum to ensure that the content is consistent with the requirements in the role profile.

## 3.0 The Addendum template consists of three main sections:

### 3.1 Specific Responsibilities

This section should be used to add any additional information about the key responsibilities that are specific to the position and are not included in the Accountabilities or Role Purpose sections in the Role Profile.

- Outline key responsibilities unique to the position that **are not already covered** in the generic role profile. Please ensure not to duplicate what is already in the role profile.
- Focus on outcomes and describe how they should be achieved.
- Limit to six bullet points.

### 3.2 Specific Person Specification

This section should be used to add any additional information about the specific qualifications, knowledge and skills required for this position that are not included in the Knowledge/Skills/Experience section in the Role Profile

- Add any additional qualifications, knowledge, skills, or attributes specific to the role.
- May include personal qualities, specific experience, or professional memberships. These should all be objective and measurable where possible.
- **Avoid duplicating content from the generic role profile.**
- Limit to six bullet points. If none, state: "None apply"

### 3.3 Other Requirements

This section should be used to identify other requirements for the position, such as:

- Health Surveillance (hazard exposure)
- Politically Restricted Posts
- Lone Working
- Supplementary Payments (e.g., Recruitment & Retention)
- DBS Check (Note: a process to establish DBS eligibility and level is being developed and will be shared shortly)
- Career Grade/Career Pathway

## 4.0 Storage and Access

When finalised managers should send the completed addendums to the Pay and Reward Team at [payandreward@bcpcouncil.gov.uk](mailto:payandreward@bcpcouncil.gov.uk). The P&R Team will then arrange for the addendum to be registered, assigned a consecutive reference number, saved and published to the role profile library on the [Role profiles and appeals | BCP Pay and Reward](#) portal. Addendums prepared as part of a restructure should not be submitted to the P&R Team until the restructure process is complete and the addendums have been finalised.

## 5.0 Recruitment

Hiring managers are responsible for deciding whether a role profile addendum is needed to support the recruitment process.

Details from both the role profile and any addendum should be used to shape the job advert, particularly when outlining the essential skills, qualifications, and experience required. The advert itself must be clear, engaging, and informative. It should give candidates a strong understanding of what the role involves and what is expected of them. It is at the hiring manager's discretion whether to attach the role profile and/or addendum to the advert.

For guidance on writing effective and engaging job adverts, please refer to the [Guide to complete advert current.docx](#). Further support is available from the Talent Acquisition Team (email: [recruitment@bcpcouncil.gov.uk](mailto:recruitment@bcpcouncil.gov.uk))

## **6.0 Organisational Change**

Managers should engage with colleagues in People & Culture during the initial scoping and planning of a change process to assess whether addendums are required. The necessity for completing addendums will be guided by the specific nature of the proposed change.

## **7.0 Implementation and Support**

Addendums should be completed by the manager on an as-needed basis as part of the processes as outlined in section 2.0. Further advice and support for managers is available from the relevant area within People and Culture that is involved in supporting the specific process. Please see: [HR Contacts](#) List