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# Transferable Role Profile Template

## Liaison and Diversion Service

### Administrator (non-custodial pathway)

## Career Framework **Level 3**

Revised February 2023

Developed in collaboration with the  
Liaison and Diversion Service  
Expert Reference Working Group

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# Introduction to the Template

## Transferable Roles

This template is designed to enable a common understanding and communication of transferable roles. A transferable role template is a named cluster of competences and related activities that is applicable, relevant and replicable across different geographic locations in the UK.

It can be used to help define the learning and development needs for staff already working in these roles and to support the establishment of transferable roles where appropriate.

In the development of this template Skills for Health seeks to provide some consistency of approach to defining the skills and competences needed to fulfil the requirements of new, hybrid, or existing transferable roles.

All transferable roles will have common or 'core' competences, plus specialty/pathway specific competences. The term 'competences' is used throughout the document. All competences are national occupational standards (NOS).

## The Template

The template has a range of applications and may successfully be used by commissioners, managers, employers, and individual staff members.

In all cases the template is designed to be used as a whole. A role is composed of all components – level descriptors, national occupational standards and indicative learning and development.

## Career Framework Levels and National Occupational Standards (NOS)

The Career Framework, which has nine levels, is a method of describing the level of autonomy and responsibility and the kind of decision making required by a job. Level descriptors have been established through rigorous discussions and are referenced to and linked with the qualifications frameworks as well as research where available regarding what should be expected of an individual at any given level. The level descriptor is intended to be relevant to any role within the health sector, both clinical and non-clinical roles.

It is important to bear in mind that the career framework levels are not intended to be coterminous with the NHS Agenda for Change banding, though there may be some similarities.

National Occupational Standards have been developed by expert groups, have undergone a rigorous nationally determined process to achieve their status and are approved for use in vocational qualifications by a panel within the UK NOS governance structure. Because of this they cannot be changed in terms of content or wording. They focus on what a person needs to be able to do, as well as what they must know and understand to work effectively. They are not in themselves levelled. Some may be more appropriate to a specific level on the career framework others will span all levels. They are all indicatively linked to the NHS Knowledge and Skills Framework.

The reference function they are listed by in the template relates to the Health Functional Map which is a method of categorising the NOS and amongst other things facilitates finding them on the database.

Each NOS is listed by its code and title, they are all underpinned by knowledge requirements and performance criteria.

The NOS in this template are divided into the following sections:

- core to the level – the core is intended to be relevant to any role in the health sector, whether it is clinical or not and therefore is broad based in terms of the NOS it contains.
- specific to the role
- facets, some roles have different facets, each made up of a group of NOS, relevant to different areas of practice
- locality Specific – Additional NOS may be added or removed here.

## **Indicative Learning and Development**

The learning and development section of the template gives an indication of the level and style of learning relevant to the role. It is very much an indication and is not a comprehensive inventory of learning available.

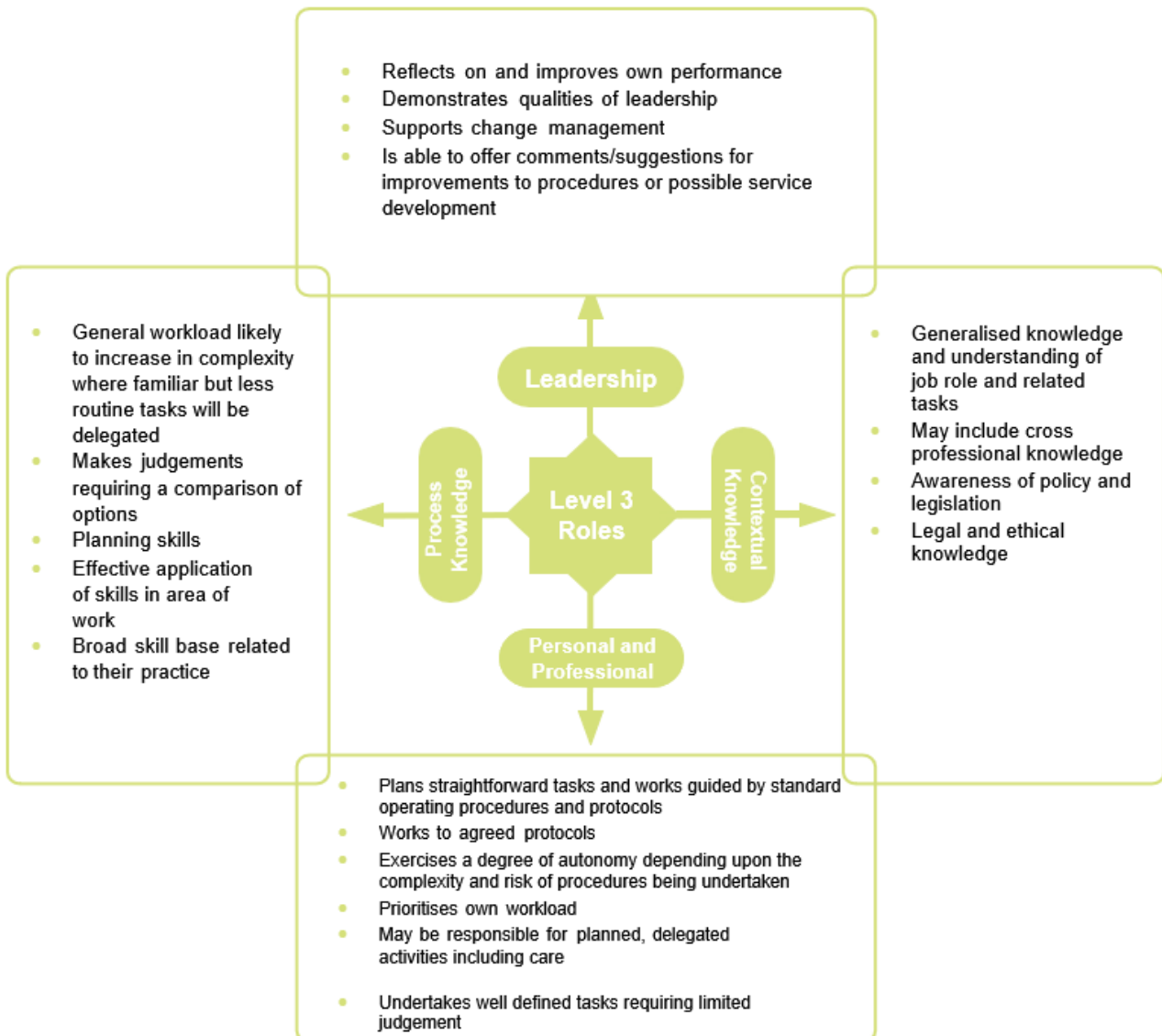
Some people may wish to or need to study whole qualifications - others will not. Some will need to participate in smaller 'bite sized' learning opportunities. Each individual should use the role profile to identify with their line manager what their needs are and how they will achieve them.

# The Template

## Level Descriptors

### Definition of the Level 3 Role

People at level 3 require knowledge of facts, principles, processes and general concepts in a field of work. They may carry out a wider range of duties than the person working at level 2 and will have more responsibility with guidance and supervision available when needed. They will contribute to service development and are responsible for self-development.



## The National Occupational Standards

This section of the template has an example of a level 3 role. This example is intended to give core information for the role. The indicative learning and development are described within the role profile template.

### Basic Information

<b>Named Role</b>	Liaison and Diversion Service Administrator
<b>Area of Work</b>	Liaison and Diversion Service
<b>Experience Required</b>	GCSE Grades 9 - 4 in English (old grading system equivalent is Grades A* - C) or equivalent qualification, and/or relevant experience, and/or Diploma in Business Administration Level 2 (or willingness to work towards Apprenticeship). DBS clearance and vetting, where appropriate.
<b>Career Framework Level</b>	Level 3

### Scope of the Role

The purpose of this role is to provide high quality administrative support to the Liaison and Diversion team. The post holder will accurately input and prepare data, attend multi-disciplinary meetings and take minutes of meetings, as appropriate. The role will help to ensure individuals using, and visitors to, the service are dealt with in a friendly, professional and confidential manner, as well as contributing to individuals having a positive experience of the Liaison and Diversion service.

All level 3 roles will have the following common/core competences. All competences are national occupational standards (NOS).

Specific competences to the role have been identified. Any additional competences specific to the locality should then be identified locally using the competence tools and the [health functional map](#) and added to the template using the same format.

## Common/Core Competences for all Level 3 Roles:

Underpinning Principles	Reference Function	Competence
1. Communication	Communicate effectively	<a href="#">Communicate effectively in a health care environment</a>
2. Personal and People Development	Develop your own knowledge and practice	<a href="#">Develop your knowledge and Practice</a>
	Reflect on your own practice	<a href="#">Monitor your own work practices</a>
3. Health, Safety and Security	Ensure you own actions reduce risks to health and safety	<a href="#">Perform hand hygiene to prevent the spread of infection</a>
		<a href="#">Make sure your own actions reduce risks to health and safety</a>
		<a href="#">Make sure your actions contribute to a positive and safe working culture</a>
	Protect individuals from abuse	<a href="#">Support the safeguarding of individuals</a>
5. Quality	Act within the limits of your competence and authority	<a href="#">Act within the limits of your competence and authority</a>
	Manage and organize your own time and activities	<a href="#">Manage and organise your own time and activities</a>
6. Equality & Diversity	Ensure your own actions support equality of opportunity and diversity	<a href="#">Uphold the rights of individuals</a>
B. Health Intervention	Obtain information from individuals about their health status and needs	<a href="#">Comply with legal requirements for maintaining confidentiality in healthcare</a>
D. Information Management / Information and Communication Technology	Maintain information/record systems	<a href="#">Store and retrieve information using a filing system</a>
H. Management and Administration	Contribute to the effectiveness of teams	<a href="#">Contribute to the effectiveness of teams</a>
	Receive and pass on messages and information	<a href="#">Use digital communications</a>

## Role Specific Competences

Underpinning Principle	Reference Function	Competence
1. Communication	Communicate effectively	<a href="#">Communicate effectively with people</a>
		<a href="#">Communicate with people in vulnerable groups</a>
	Provide information, advice and guidance	<a href="#">Advise and inform others on services</a>
		<a href="#">Advise on access to and use of services</a>
3. Health, Safety and Security	Protect individuals from abuse	<a href="#">Support the safeguarding and protection of people from vulnerable groups</a>
4. Service Improvement	Contribute to improving services	<a href="#">Contribute to the improvement of services</a>
		<a href="#">Work with others to improve customer service</a>
D. Information Management/Information and Communication Technology	Maintain information/record systems	<a href="#">Enter, retrieve and print data in a database</a>
		<a href="#">Collate and organise data</a>
	Manage ICT security	<a href="#">Maintain the security of data through own actions</a>
	Input data/information for processing	<a href="#">Retrieve and present structured data</a>



Underpinning Principle	Reference Function	Competence
H. Management and Administration	Organise and co-ordinate events	<a href="#">Support the organisation of meetings</a>
		<a href="#">Organise and run meetings</a>
	Handle mail	<a href="#">Handle mail</a>
	Receive and pass on messages and information	<a href="#">Deal with messages and information</a>
		<a href="#">Receive, transmit, store and retrieve information</a>
		<a href="#">Make and receive phone calls</a>
		<a href="#">Share information with other organisations</a>
		<a href="#">Maintain effective working relationships with staff in other agencies</a>
	Manage and work with people	<a href="#">Contribute to effective multidisciplinary team working</a>
	Produce documents to an agreed specification	<a href="#">Prepare text from notes</a>
		<a href="#">Take minutes</a>

## Locality Specific Competences

In this space you can define additional competences which are essential for your local needs.

Go to the [Health Functional Map](#) to begin your search for the competences related to the additional tasks or functions you have identified.

All competences are cross referenced to the NHS knowledge and skills framework (KSF).

Underpinning Principles	Reference Function	Competence

## Indicative Learning and Development

Transferable roles may be underpinned by a range of learning and development activities to ensure both competence and role confidence. The learning and development included within the template is by nature indicative. In some cases, it is endorsed by professional bodies and/or special interest groups and accredited by an awarding body.

Transferable role	Administrator Liaison & Diversion Service
Formal endorsed learning	Business Administration Apprenticeship/ Diploma in Business Administration Level 3 (develop in role)
Informal learning	Statutory/Mandatory training within the service Locality specific training within the service Trauma-informed practices Understanding of neurodiversity Understanding of mental health conditions
National Occupational Standards (competences) used	As detailed within role outline. The performance criteria and knowledge statements in each NOS will form the basis for the development of specific learning outcomes for each person and may be used to develop generic learning outcomes for each module/unit of learning
Credits (including framework used)	Wherever possible learning should be credit rated to enable transferability and progression
Accreditation	Wherever possible learning should be accredited by education providers, professional bodies or similar
APEL and progression	Wherever possible learning should be transferable through APEL and should enable progression to other formal learning
Leading to registration or membership with:	

## Continuing Professional Development

It is recognised that continuing professional development is an essential component to maintaining competent, safe practice at all levels of the career framework.

The following is considered the minimum required to maintain competence within this role. Learning should be active, with the impact on service delivery clearly defined and agreed between the learner and their line manager. A range of methods for capturing the impact of learning may be used e.g. learning contracts, reflective accounts, productivity measures, appraisals systems and processes. Wherever possible learning should be accredited and/or credit rated and should focus on the needs of the individual in the role.

Statutory and Mandatory learning of particular relevance to the role	Safeguarding Data Protection Information Governance	
Formal endorsed learning	Title	
	Awarding body	
	Credit	
	Level	
Informal learning	Negotiated at appraisal/performance review	
Method of capturing impact	Annual appraisal	
Funding required	Dependent upon agreed CPD plan and negotiated locally	
Frequency required (once a year, once every two years, twice or more a year)	Annual learning needs will be identified and planned as part of the appraisal process. Specific goals will be agreed and the best method for achieving them negotiated.	

## References:

- Skills for Health Summary of Attributes and Definitions for Career Framework Levels (2010)
- Skills for Health Employability Skills Matrix (2014)
- NHS England Liaison and Diversion Operating Model (2013/14)
- NHS England Liaison and Diversion Standard Service Specification (2019)

@ Skills for Health

Head Office  
Vertigo, Cheese Lane  
Bristol, BS2 0JJ



0117 922 1155



office@skillsforhealth.org.uk



skillsforhealth.org.uk