



## Deputy Decontamination Manager

<b>JOB TITLE:</b>	<b>Deputy Decontamination Manager</b>
<b>STAFF GROUP</b>	Healthcare Science (Medical Device Decontamination Sciences)
<b>ACCOUNTABLE TO</b>	Decontamination Manager
<b>RESPONSIBLE FOR</b>	Apprentice Decontamination Technician, Decontamination Technician, Decontamination Technician Supervisor, Senior Decontamination Supervisor, Decontamination Quality Manager
<b>SALARY</b>	
<b>LOCATION</b>	XXXX Department, XXXX Hospital
<b>HOURS OF WORK</b>	37.5 hours per week
<b>CONTRACT</b>	Agenda for Change
<b>DISCLOSURE REQUIRED</b>	No
<b>JOB PURPOSE:</b>	<p>To provide day to day operational management of the service delivery under the guidance of the Decontamination Manager.</p> <p>To practice as a qualified Senior Specialist and provide a high quality service at all times.</p> <p>To support the provision of the specialised decontamination service, contributing to the clinical care of the patient.</p> <p>To apply professional judgement and utilise specialist skills and detailed scientific knowledge when reviewing and interpreting scientific technical data and production reports to ensure a safe service is provided.</p> <p>To work independently in all areas of the specialty and be able to work as an autonomous practitioner.</p> <p>To deputise for the Decontamination Manager when necessary.</p> <p>To work unsupervised, plan your own workload and work with minimal managerial direction.</p> <p>Budget holder.</p>
<b>DIMENSIONS</b>	<p>To work as part of a team of decontamination personnel.</p> <p>To manage and train a team of staff as necessary.</p> <p>To provide day to day operational management of the service delivery</p>
<b>KEY RELATIONSHIPS</b>	Liaises with Apprentice Decontamination Technician, Decontamination Technician, Decontamination Technician Supervisor, Senior Decontamination Supervisor, Decontamination Quality Manager, Decontamination Manager and Healthcare Scientists at all levels. Customers/ service users internal and external.
<b>STRUCTURE CHART</b>	<b>INSERT DEPT STRUCTURE CHART</b>
<b>MAIN DUTIES</b>	
<b>Scientific and Technical</b>	<ol style="list-style-type: none"> <li>1. Day to day management and the maintenance of all systems within the department.</li> <li>2. Able to work unsupervised in all areas of the speciality.</li> <li>3. To plan and prioritise the workflow of the department ensuring the optimal usage of staff and equipment.</li> <li>4. To be technically responsible for the department through liaison with</li> </ol>



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	<p>the Decontamination Manager and manage all medical device decontamination scientists.</p> <ol style="list-style-type: none"> <li>5. To maintain and promote high standards of department safety ensuring the Health &amp; Safety of self, other staff and visitors.</li> <li>6. To manage the arrangements for the security of buildings, equipment and chemicals are carried out in accordance with department policy by self and others under supervision.</li> <li>7. To ensure the routine maintenance/operation of all equipment within speciality is undertaken.</li> <li>8. To undertake specialist equipment testing, research and developmental work.</li> <li>9. To manage, develop and review Standard Operating Procedures for the department including new equipment/ processes.</li> <li>10. To monitor stocks of consumables and chemicals and authorise their replenishment.</li> <li>11. To lead, under the instruction of the Decontamination Manager, agreed research and development projects undertaken by the department. To oversee and evaluate new equipment and methodologies, as required.</li> <li>12. To participate in routine work associated as required, according to service need.</li> <li>13. To ensure that departmental policies/procedures are updated as required and are adhered to by staff within the speciality.</li> <li>14. To manage the Continuous Professional Development of staff, and to conduct literature searches and assess relevance of scientific papers to keep abreast of advances and developments of latest guidance and practice.</li> <li>15. To attend specialist meetings and scientific conventions which will contribute to the updating of a modern decontamination service and to present these to the department.</li> <li>16. To troubleshoot/investigate issues that staff present/identify.</li> <li>17. To record, interpret, validate and authorise equipment test results according to Standard Operating Procedures.</li> </ol>
<p><b>Information Resources</b></p>	<ol style="list-style-type: none"> <li>1. To maintain and manage the use of the department Information System according to authorised guidelines and protocols including the input, verification and appropriate management of data, and sharing of data between the departments users.</li> <li>2. To manage junior staff in the appropriate use of organisations IT systems adhering to organisation's policies, guidelines and procedures.</li> <li>3. To audit the data held on the department's information systems.</li> <li>4. To assist in the preparation of records stored in the department's quality management system.</li> <li>5. To have a full range of IT skills (inc Microsoft Office) to meet the needs of the department and to collate/ present technical data for discussion.</li> </ol>



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<b>Quality Management System</b>	<ol style="list-style-type: none"> <li>6. Adhere to Information Governance e.g. Caldicott and ensure staff within your speciality comply.</li> </ol> <ol style="list-style-type: none"> <li>1. To manage the department's Quality Policy, Technical File and Quality Manual and to ensure that a high standard of work is maintained at all times, and that they comply with the Medical Devices Directive, the Health and Social Care Act and all International and Department of Health standards and guidance.</li> <li>2. To manage the development and improvement of the service to ensure that delivery is safe, effective, and cost effective and follows best practice.</li> <li>3. To manage to internal audit programmes identify issues and initiate corrective actions.</li> <li>4. To manage the external/internal Quality Assurance programmes as directed.</li> <li>5. To manage other departmental staff to ensure on-going compliance with accreditation standards, audits, policies and procedures to enable the department to ensure on going accreditation to the Medical Device Regulations.</li> <li>6. To manage departmental processes which ensure internal and external quality assurance are utilised and performance monitored and action plans put in place to comply with all relevant standards and guidance.</li> <li>7. To manage the development of a resilience plan for the speciality.</li> <li>8. To manage and develop risk assessments of the speciality process.</li> </ol>
<b>Health &amp; Safety</b>	<ol style="list-style-type: none"> <li>1. To carryout risk assessments within the department and address any risks that the department might pose to the internal/external environment.</li> <li>2. To monitor and audit the various work areas of their department to ensure that they are safe and free from hazard and that they conform to health, safety and security legislation, policies, procedures and guidelines. They should regularly update the staff at department meetings, as to any pertinent Health and Safety matters and participate in the training of staff in such matters.</li> </ol>
<b>Education and training</b>	<ol style="list-style-type: none"> <li>1. To develop and improve expertise by attending meetings, participating in CPD activities and maintaining a portfolio of relevant material.</li> <li>2. To undergo training as required according to the needs of the service.</li> <li>3. To facilitate training for department staff.</li> <li>4. To actively participate in the Organisation's appraisal system and personal development planning process for self and others in accordance with Organisational Policy.</li> <li>5. To ensure staff training records are maintained.</li> <li>6. Maintain up to date information, and display as appropriate, on ⇒ Routes to Registration</li> </ol>



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	<ul style="list-style-type: none"> <li>⇒ Membership requirements of professional bodies, including literature.</li> <li>⇒ Post Registration course availability, fees etc.</li> <li>7. To act as a point of contact between the department as required by the Decontamination Manager               <ul style="list-style-type: none"> <li>⇒ Further Education institutions</li> <li>⇒ Institute of Decontamination Sciences.</li> </ul> </li> <li>8. To support and advise the Training and Education Committee and Lead Training Officer on all aspects of department training.</li> <li>9. To develop and manage the departmental training programme and to promote a positive attitude towards training and encourage staff at all levels to maintain training in line with the Institute of Decontamination Science's educational framework, and the Modernising Scientific Career Framework.</li> </ul>
<b>Research</b>	<ol style="list-style-type: none"> <li>1. To undertake Research and development, equipment testing or similar activities.</li> <li>2. Organise and participate in the validation of new equipment and processes.</li> <li>3. To manage and contribute to the development of new protocols/procedures for tests/validation /processes in the section/department, including those which may impact on other disciplines.</li> <li>4. To collate/ present technical data for review and analysis.</li> </ol>
<b>Communications and Working Relationships</b>	<ol style="list-style-type: none"> <li>1. To establish and maintain the communication of any relevant information within the team to ensure the continual and efficient running of the service.</li> <li>2. To respond to customer/ service users enquiries and offer appropriate complex, sensitive, scientific and technical guidance according to departmental policies.</li> <li>3. To actively participate in team meetings taking the lead as appropriate and to communicate effectively at all times.</li> <li>4. To communicate regularly with Decontamination Manager, to ensure high quality standards and the smooth running of the department.</li> <li>5. To communicate regularly with junior staff, giving advice and instruction to ensure high quality standards and the efficient running of the department.</li> <li>6. To co-ordinate and minute departmental technical meetings as required by the Decontamination Manager and the external Notified Body who undertake audits on behalf of the Medicines and Healthcare Products Regulatory Agency.</li> <li>7. To attend, address, and lead meetings outside of the department as appropriate.</li> </ol>
<b>Management</b>	<ol style="list-style-type: none"> <li>1. To plan and prioritise the work of allocated sections to ensure that all reusable medical devices are decontaminated within the agreed</li> </ol>



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timescales, allowing all organisations activity targets to be met.

2. To deputise for Decontamination Manager and when required other senior staff.
3. To manage, train and perform competence assessment of all Medical Device Decontamination Science Specialists.
4. To provide guidance to all department staff in their area(s) of accountability.
5. To manage the recruitment and interview processes employed by the department in association with the Decontamination Manager.
6. Manage and develop key performance indicators for the speciality.
7. Budget holder - To ensure that the department operates within the financial budget.



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### GENERIC DUTIES FOR ALL STAFF

#### 1. Diversity and Rights

Promote people's equality, diversity and rights, and treat others with dignity and respect.

#### 2. Confidentiality

Ensure confidentiality at all times. Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment, except to authorised bodies or individuals acting in an official capacity. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information.

#### 3. Trust Policies and Procedures including Control of Infection

To be familiar with and to comply with the Trust's policies and procedures, which are available via line managers in each department and on the Trust intranet. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.

Be aware of and adhere to the Trust's infection control policy. Infection control is everyone's business and it is important that all members of clinical and non clinical staff observe good infection control practice at all times. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.

#### 4. Safeguarding Children

Employees of the Trust have a responsibility at all times to ensure the well being and safety of children under the care of the organisation and to comply with the Trust's policies and procedures in this.

#### 5. Risk Management and Health & Safety

Be aware of the Trust's risk management strategy and policies.

Support the departmental manager in promoting a risk management culture within your working environment, ensuring participation and involvement when requested.

Identify potential risks that may impact on the Trusts ability to achieve its objectives, and report concerns to the line manager.

Health & Safety is the responsibility of all staff and the postholder is required to take due care at work, report any accidents or untoward occurrences and comply with the Trust Health & Safety Policy in order that it can fulfil its Health and Safety responsibilities.

The Trust operates a "No Smoking" Policy, and smoking is forbidden throughout the Trust's premises.

#### 6. Training and Development

Attend mandatory training updates as required.



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Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Take responsibility for identifying what learning you need to do your job better and jointly plan with your line manager what training you require.

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

### 7. Patient and Public Involvement

The Trust has a statutory duty to ensure that patients, clients and members of the public are consulted and involved in decisions about local health service developments. You should be mindful of this and do what you can, as appropriate to your role and level of responsibility, to meet this duty.

### 8. Data quality

Ensure that accurate data is entered into all data collection systems, manual or electronic.

Report non-compliance with the Data Quality Policy, erroneous production of data and any factors affecting the production of valid data to the Data Quality Manager.

### 9. Research Governance

The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver Research Governance.

### 10. Major Incident

In the event of a major incident or civil unrest all Trust employees will be expected to report for duty on notification. All Trust staff are also expected to play an active part in training and preparation for a major incident or civil unrest.

### 11. Modernisation and Change

To be aware of internal and external targets to achieve in respect of service delivery and improving and progressing patient care, and contribute and work to achieve them.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover

Sign off (only needed where an existing post is being subjected to a banding review, new posts will not have a post holder who can agree the job description)

Agreed by:

Written by

Date

Ref (Cost centre-position number-job title)

Version

Case No.



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Manager .....Date .....

Post Holder ..... Date .....

Local NHS Trusts can use this national Job Description (JD) as a template and then add local variations in duties, responsibilities etc.

This local JD should then go through a full Job Matching process to match against the national profile

NHS Employers webpage contains the national profiles – please use link below:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation/national-job-profiles>





## Deputy Decontamination Manager PERSON SPECIFICATION TEMPLATE

**Job Title: Deputy Decontamination Manager**

Area	Requirements		How assessed
Qualifications	Essential	Desirable	
	<ul style="list-style-type: none"> <li>Postgraduate Degree or equivalent level of knowledge through academic courses to postgraduate level</li> <li>Professional management and scientific knowledge to Master's Degree or equivalent level of knowledge</li> </ul>		CV
<i>Registration (where applicable)</i>	<ul style="list-style-type: none"> <li>Member Chartered of the Institute of Decontamination Sciences</li> </ul>		CV
<b>Knowledge &amp; Experience</b>			
<b>Non-clinical</b> (eg Scientific, Technical, Administrative, Managerial – use one or more categories as/where appropriate)	<ul style="list-style-type: none"> <li>Highly specialised decontamination knowledge acquired through ongoing specialist training or experience</li> <li>Knowledge of ISO standards and their implementation</li> <li>3 years minimum Postgraduate scientific knowledge within the Decontamination environment</li> <li>Managing qualified and unqualified staff</li> <li>Knowledge of relevant medical devices used within the department</li> <li>Evidence of ongoing CPD</li> </ul>		CV & interview



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Clinical (where relevant)			CV & interview
Skills	Experienced and efficient at managing a budget		
Communication/relationship	<ul style="list-style-type: none"> <li>Excellent communication skills combined with the ability to communicate potentially highly complex, sensitive issues with colleagues in an effective and positive manner</li> <li>Be able to understand, provide and receive data of a complex technical nature</li> <li>Proven ability to manage and train less qualified staff</li> <li>Professional manner at all times</li> </ul>		



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<b>Analytical/ judgmental</b>	<ul style="list-style-type: none"><li>• Can work to strict standards of quality and Safety</li><li>• Able to work on own initiative</li><li>• Ability to undertake and interpret reports on highly complex decontamination investigations analysing the outcome of equipment testing or procedures and their clinical significance to patients where a range of options may be involved</li><li>• Ability to recognise and monitor parameters of quality, accuracy and imprecision according to department standard operational procedures</li><li>• Able to lead or participate in the production and interpretation of audit data</li><li>• Able to analyse and subsequently manage organisational and staffing issues</li></ul>		On application or at interview
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<b>Planning/ organisational</b>	<ul style="list-style-type: none"> <li>• Understands and is able to participate in the planning of both day-to-day and longer-term procedures and processes and trouble shooting.</li> <li>• Able to organise and manage their responsibilities with referral to senior management when required in a timely and efficient manner</li> <li>• Liaises with other departments regarding service provision and issues performed</li> <li>• Supporting the Decontamination Manager to deliver the Organisations, Divisions and department business plans</li> </ul>		On application or at interview
<b>Policy/Service Development</b>	<ul style="list-style-type: none"> <li>• Participates in the review and changes to Standard Operating Procedures</li> <li>• Develops and reviews Standard Operating Procedures for equipment and process under guidance of Decontamination Manager</li> <li>• Implements local and Trust policy on behalf of Decontamination Manager</li> </ul>		On application or at interview



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<b>Responsibility for Financial and Physical resources</b>	<ul style="list-style-type: none"> <li>Manages a budget</li> <li>Safe use of specialist equipment that is both complex and expensive</li> <li>Maintains effective stock levels of consumables and ensure their safe use</li> <li>Support the Decontamination Manager to ensure service delivery is achieved within financial resources</li> </ul>		<ul style="list-style-type: none"> <li>On application or at interview</li> </ul>
<b>IT</b>	<ul style="list-style-type: none"> <li>Use of a PC and operation of Windows-based software</li> <li>Understands the fundamentals of data quality, data protection and the confidential use of patient information</li> <li>Use of a PC and operation of Windows-based software</li> <li>Use of a quality management system</li> <li>Use of a department information system</li> <li>Use of a hospital information system</li> </ul>		<p>On application or at interview</p>
<b>Patient/Client care</b>	<ul style="list-style-type: none"> <li>Participation at a senior level in the provision of a decontamination service that requires interpretation of equipment test results and use of specialised complex equipment</li> </ul>		<p>On application or at interview</p>



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<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Day to day management of the department</li> <li>• Professional supervision of subordinate staff in areas of specialism including performance appraisal and recruitment</li> <li>• Training of staff</li> </ul>		On application or at interview
<b>Research and Development</b>	<ul style="list-style-type: none"> <li>• Leads or participates in the evaluation of new equipment and techniques according to the needs of the service</li> </ul>		On application or at interview
<b>Freedom to act</b>	<ul style="list-style-type: none"> <li>• Works independently in field of specialism within the boundaries of operational procedures</li> <li>• Able to manage team of specialists and others advising them as necessary.</li> <li>• Refers to decontamination manager for resolution of complex and/or decontamination problems outside of their experience or according to Standard Operating Procedures</li> </ul>		<ul style="list-style-type: none"> <li>• On application or at interview</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Ability to concentrate on complex processes for extended periods</li> </ul>		On application or at interview
<b>Abilities</b>			
<b>Physical</b>	<ul style="list-style-type: none"> <li>• To work in a manner that is both safe to themselves and others within the department's environment</li> </ul>		On application or at interview



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<b>Mental</b>	<ul style="list-style-type: none"> <li>• Excellent handwriting, reading and numeracy skills.</li> <li>• Excellent organisational and interpersonal skills</li> </ul>		On application or at interview
<b>Emotional</b>	<ul style="list-style-type: none"> <li>• Self -motivated and a positive outlook</li> <li>• Able to deal with related pressures of being a supervisor of staff and department procedures</li> <li>• Ability to interpret and make decisions under pressure in a reasoned and correct manner according to department operational procedures the outcome of which may have major clinical consequences</li> </ul>		On application or at interview
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Willing and able to work with body fluids/tissues/faeces which may be of a potentially infective nature</li> <li>• Able to work in air-conditioned areas or areas impacted by the ambient heat of electrical equipment or procedures according to the needs of the service provision</li> </ul>		On application or at interview
<b>Other Qualities</b>			



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**Post Title:** Deputy Decontamination Manager

**Ward/Dept and Site:** Decontamination of Medical Devices: Department

**Date Completed:**

*Please indicate in the boxes with a tick whether the post holder will be expected to work in or be directly exposed to the following factors. Please provide details including frequency, where appropriate, if the response is Yes. (See attached job matching checklist for extra guidance for these factors).*

Working Conditions	Yes	No	Details (including frequency, where appropriate)
Inclement weather		✓	
Excessive temperatures		✓	
Unpleasant smells/odours		✓	Occasionally
Noxious fumes		✓	
Excessive noise &/or vibration	✓		Occasionally noise from plant & equipment
Use of VDU more or less continuously	✓		50%
Unpleasant substances/non-household waste	✓		Blood, bone, body tissues occasionally, sometimes frequent
Infectious Material/Foul Linen	✓		Occasionally, , sometimes frequent
Body fluids, faeces, vomit	✓		Occasionally, sometimes frequent
Dust/dirt		✓	
Humidity		✓	
Contaminated equipment or work areas	✓		Daily
Driving/being driven in normal situations		✓	
Driving/being driven in emergency situations		✓	
Fleas or lice		✓	
Exposure to dangerous chemicals/ substances in/not in containers	✓		Detergent and disinfectants
Exposure to aggressive verbal behaviour where there is little/no support	✓		Occasionally
Exposure to aggressive physical behaviour where there is little/no support	✓		Occasionally
<b>Comments:</b>			
On call manager, loan worker during on call (occasional)			





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Emotional Effort	Yes	No	Details (including frequency, where appropriate)
Processing (e.g. typing/transmitting) news of highly distressing events	✓		Occasionally
Giving unwelcome news to patients/ clients/carers/staff	✓		Occasionally
Caring for the terminally ill		✓	
Dealing with difficult situations/ circumstances	✓		Occasionally
Designated to provide emotional support to front line staff		✓	
Communicating life changing events		✓	
Dealing with people with challenging behaviour	✓		Occasionally
Arriving at the scene of an accident		✓	
<b>Comments:</b>			

Physical Effort	Yes	No	Details (including frequency, where appropriate)
Working in uncomfortable/ unpleasant physical conditions		✓	
Working in physically cramped conditions		✓	
Lifting weights, equipment or patients with mechanical aids	✓		Occasionally
Lifting or weights/equipment without mechanical aids	✓		Daily
Moving patients without mechanical aids		✓	
Making repetitive movements		✓	
Climbing or crawling		✓	
Manipulating objects		✓	
Manual digging		✓	
Running		✓	
Standing/sitting with limited scope for movement for long periods		✓	
Kneeling, crouching, twisting, bending or stretching	✓		



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Standing/walking for substantial periods of time	✓		
Heavy duty cleaning		✓	
Pushing/pulling trolleys or similar	✓		Occasionally
Working at heights		✓	
Controlled restraint i.e. jobs requiring training/certification in this		✓	
<b>Comments:</b>			

Mental Effort	Yes	No	Details (including frequency, where appropriate)
Carry out formal student/trainee assessments	✓		Department training to be completed, as detailed within the Institute of Decontamination Sciences educational framework - aligned to the Modernising Scientific Career Framework
Carry out clinical/social care interventions		✓	
Analyse statistics	✓		
Operate equipment/machinery	✓		Operate technical disinfection/sterilization machinery
Give evidence in a court/tribunal/ formal hearings	✓		Occasionally
Attend meetings (describe role):	✓		Lead in department meetings. Participate in Quality Assessments audit
Carry out screening tests/ microscope work		✓	
Prepare detailed reports	✓		
Check documents	✓		
Drive a vehicle		✓	
Carry out calculations		✓	
Carry out clinical diagnosis		✓	
Carry out non-clinical fault finding		✓	
<b>Comments:</b>			
Frequent interruptions: service interruptions impacting upon service and activity delivery. Interruptions through surgical delay to patients, staffing and clinical colleagues concerns			



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Freedom to Act	Yes	No	Details (including frequency, where appropriate)
Does the post holder generally work with the manager/deputy manager/supervisor close by/available		✓	Manager not always available, autonomous decision making for the needs of the service
Does the post holder generally work with the manager /deputy manager/supervisor contactable by telephone or bleep		✓	Autonomous decision processes, release of devices for immediate use
Is the post holder the lead specialist in their field	✓		Will deputise for Decontamination Manager (lead in field) during leave periods
	<b>Daily</b>	<b>Weekly</b>	<b>Frequency</b>
How often on average is guidance/advice given	✓		As need arises
How often is your work checked/monitored/assessed	✓		As part of quality control procedure
<b>Comments:</b>			

Please attach any additional information on a separate sheet.

Signed by post holder\*: \_\_\_\_\_ Date \_\_\_\_\_

Signed by line manager: \_\_\_\_\_ Date \_\_\_\_\_

\*in the case of new jobs this will have to be an 'estimate' of the demands of the role.