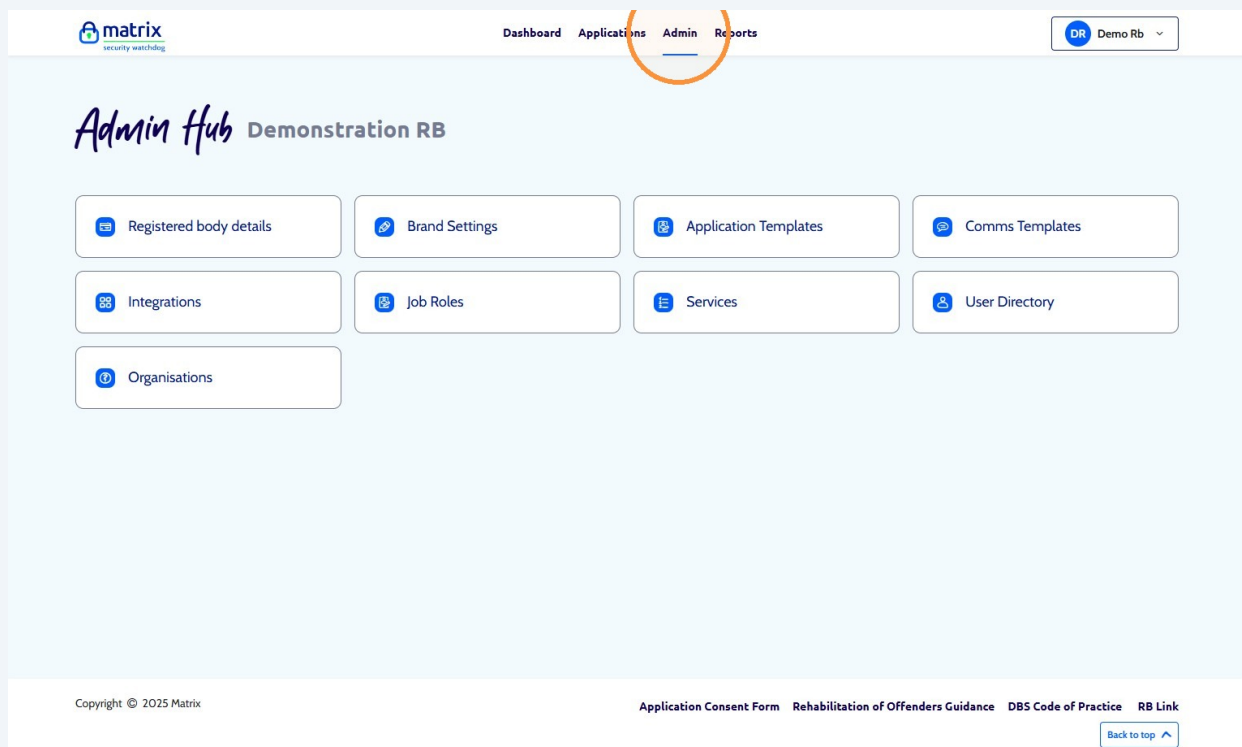


How to Create and Amend Default Job Roles



This guide provides a straightforward process for creating and modifying default job roles within the Matrix Screening Admin Hub. By following the steps outlined, users can efficiently add new roles, such as "Teacher," and customize their settings to meet specific organizational needs. This resource is essential for administrators looking to streamline job role management and ensure compliance with workforce requirements. Viewing this guide will enhance your understanding and capability in managing job roles effectively.

1 Click **Admin**



2 Click Job Roles

The screenshot shows the Matrix Admin Hub interface. At the top, there's a navigation bar with 'matrix security watchdog' logo, 'Dashboard', 'Applications', 'Admin', and 'Reports' tabs. A 'Demo Rb' dropdown is on the right. Below the navigation bar, the title 'Admin Hub Demonstration RB' is displayed. A grid of buttons is shown: 'Registered body details', 'Brand Settings', 'Application Templates', 'Comms Templates', 'Integrations', 'Job Roles' (circled in orange), 'Services', 'User Directory', and 'Organisations'. At the bottom, there's a footer with 'Copyright © 2025 Matrix', links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', 'DBS Code of Practice', and 'RB Link', and a 'Back to top' button.

3 To create a new default job role, click **Add new job role**

The screenshot shows the Matrix Job Roles page. At the top, there's a navigation bar with 'matrix security watchdog' logo, 'Dashboard', 'Applications', 'Admin', and 'Reports' tabs. A 'Demo Rb' dropdown is on the right. Below the navigation bar, the title 'Job Roles' is displayed. A search bar with 'Search Job Role' and a 'Search' button is present. A table lists job roles: 'Dummy Job Role' and 'System Demonstrator'. The 'Add new job role' button is circled in orange. Below the table, there's a 'Results per page' dropdown set to '20' and '1 to 2 of 2 items'. At the bottom, there's a footer with 'Copyright © 2025 Matrix', links to 'Application Consent Form', 'Rehabilitation of Offenders Guidance', 'DBS Code of Practice', 'DBS BASIC CHECK12', and 'Footer Link Five', and a 'Back to top' button.

Job Role	Application Type	Volunteer	With Adults	With Children	At home address	Workforce	Adult 1st Check
Dummy Job Role	Enhanced	No	No	No	No	Child and adult workforce (CAW)	No
System Demonstrator	Standard	No	No	No	No	Other workforce (OTW)	No

4 Enter the job title into the 'Job Role Name' field

The screenshot shows the 'New Job Role' form in the Matrix security watchdog application. The form is titled 'New Job Role' and 'Job Role Details'. It contains several input fields and dropdown menus. The 'Job Role Name' field is highlighted with an orange circle. The form also includes a search bar, a table of existing job roles, and a 'Save' button.

Job Roles Table:

Job Role	Application Type	Volunteer	With Adults	Children
Dummy Job Role	Enhanced	No	No	
System Demonstrator	Standard	No	No	

Job Role Details Form:

Job Role Name *

Application type

Workforce

Is volunteer? *

Working with adults in regulated activity *

Working with children in regulated activity *

Working at home address *

DBS adult first check required *

Results per page: 20 1 to 2 of 2 items

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Application Consent Form

Cancel Save

5 Enter any Section Y values you want this job role to pre-populate when used

matrix security watchdog

Dashboard Applications

Admin Hub > Job Roles

Job Roles

Search Job Role Search

Job Role	Application Type	Volunteer	With Adults	Children
Dummy Job Role	Enhanced	No	No	
System Demonstrator	Standard	No	No	

Results per page 20 1 to 2 of 2 items

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New Job Role

Job Role Details

Job Role Name * Teacher

Application type Enhanced

Workforce Select

Is volunteer? * No

Working with adults in regulated activity * No

Working with children in regulated activity * No

Working at home address * No

DBS adult first check required * No

Cancel Save

6 Click **Save** to create the job role

matrix security watchdog

Dashboard Applications

Admin Hub > Job Roles

Job Roles

Search Job Role Search

Job Role	Application Type	Volunteer	With Adults	Children
Dummy Job Role	Enhanced	No	No	
System Demonstrator	Standard	No	No	

Results per page 20 1 to 2 of 2 items

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New Job Role

Job Role Details

Job Role Name * Teacher

Application type Enhanced

Workforce Child workforce (CHW)

Is volunteer? * No

Working with adults in regulated activity * No

Working with children in regulated activity * Yes

Working at home address * No

DBS adult first check required * No

Cancel Save

7

To amend an existing job role, click the Job Role Name

 [Dashboard](#) [Applications](#) [Admin](#) [Reports](#) DR Demo Rb

[Admin Hub](#) > [Job Roles](#)

Job Roles

[Search](#) [Add new job role +](#)

Job Role	Application Type	Volunteer	With Adults	With Children	At home address	Workforce	Adult 1st Check
Dummy Job Role	Enhanced	No	No	No	No	Child and adult workforce (CAW)	No
System Demonstrator	Standard	No	No	No	No	Other workforce (OTW)	No
Teacher	Enhanced	No	No	Yes	No	Child workforce (CHW)	No

Results per page 20 1 to 3 of 3 items

Copyright © 2025 Matrix [Application Consent Form](#) [Rehabilitation of Offenders Guidance](#) [DBS Code of Practice](#) [DBS BASIC CHECK12](#) [Footer Link Five](#) [Back to top](#)

8 Amend the values required

The screenshot shows the Matrix Security Watchdog interface. On the left is the 'Job Roles' page with a search bar and a table of job roles. On the right is the 'System Demonstrator Job Role Details' form. The 'Application type' dropdown is highlighted with an orange circle.

Job Roles Table:

Job Role	Application Type	Volunteer	With Adults	Children
Dummy Job Role	Enhanced	No	No	
System Demonstrator	Standard	No	No	
Teacher	Enhanced	No	No	

System Demonstrator Job Role Details:

Job Role Name: System Demonstrator

Application type: Enhanced

Workforce: Other workforce (OTW)

Is volunteer?: No

Working with adults in regulated activity: No

Working with children in regulated activity: No

Working at home address: No

DBS adult first check required: No

Buttons: Cancel, Save

9 Click Save

This screenshot is identical to the previous one, but the 'Save' button in the bottom right corner of the 'System Demonstrator Job Role Details' form is highlighted with an orange circle.