

MAINSTREAMING JOB EVALUATION AGREED JOB DESCRIPTIONS

Introduction

The NHS Job Evaluation Scheme remains the vehicle for the grading of posts covered by the Agenda for Change Agreement. However, the Scheme does require an agreed job description in order to evaluate the appropriate grade for a particular post. This paper gives some guidance in achieving that agreement.

New Jobs

It is likely that most new jobs will result from service or organisational change. In these cases as part of the process it is expected that the appropriate trade unions would have been involved in the consultation process to produce agreed job descriptions.

Where a new job has been created, evaluated and band outcome determined, there will be a period of where the job description should be revisited to ensure the content of the job is a true reflection of the duties undertaken, normally 6 months to 1 year. If the duties being carried out no longer reflect the job content then where there are significant changes between the original job description and the role being carried out by the post holder then this should be addressed through the Changed Jobs process.

Changed Jobs

It is recognised that posts can change over a period of time and that such change would be evident to both the local manager and the staff member concerned. In such a case it would be appropriate to amend the current job description to encompass the change. This should then result in an agreed job description approved by the appropriately designated Manager/ Professional Lead acting on behalf of the Board, the local manager/ professional lead, and the staff member and could, therefore, be submitted for evaluation under the New and Changed Jobs process.

There may be a small number of situations where the designated Manager/ Professional Lead, the local manager/ professional lead and staff member agree that a job has changed but cannot agree the wording to amend the job description appropriately. In this situation the managers/ professional leads and the staff member should seek the support of Job Analysts (staff side and management) to resolve the job description.

In addition, there may be cases despite the agreement of the local manager/ professional lead and the staff member that the designated Manager/ Professional Lead feels that the Board requires no such change in duties. In such a case this may be resolved by means of the Board's Grievance Procedure. It should be noted that the first stage of the Grievance Procedure is informal.

There will inevitably be situations where a member of staff believes that their job has changed and this is disputed by Management. In such instances the only resolution to this may be by the Board's Grievance Policy.

Agreed 23rd April 2014 at JB Russell House, Gartnavel Royal Hospital, 1055 Great Western Road, Glasgow G12 0XH with the authority of the NHS Greater Glasgow and Clyde Area Partnership Forum.