

## **MAINSTREAMING JOB EVALUATION**

### **NEW or CHANGED JOBS PROCESS**

**THIS DOCUMENT IS FOR GUIDANCE AND REFERENCE SHOULD BE MADE TO THE JOB EVALUATION HANDBOOK.**

#### **1. Background**

There is a need for the NHS Job Evaluation Scheme to continue to be used for determining the banding of posts and consequently staff pay rates. This will apply to all new posts and posts which have significantly changed since they were last evaluated.

Job evaluation as a tool of Agenda for Change does not of itself achieve service improvement, but the process may assist in the identification and development of new roles and is necessary to ensure that new posts are slotted into the organisational structure at the correct level.

There will be a need to consider whether to replace vacant posts with a similar post or to evaluate the needs of the service and create a new role in line with service improvement. In some cases, vacant posts may be replaced on a 'like for like' basis. However, as a result of service or organisational change, there may be a requirement to alter the content of jobs or to deploy staff resources in different ways. Such changes should be in line with the Boards Managing Workforce Change Policy.

#### **2. New Jobs**

A submission for a new job should include the following:

The new job description completed using the NHSGG&C standard template, the proposed national profile. If the new post is part of a wider service change, involving more than one post then all job descriptions established should be submitted (see Appendix 1). All new jobs require to be authorised by the Director/Head of Service and submitted into the Job Evaluation process via the Head of Human Resources.

Where a new job has been created, evaluated and band outcome determined, there will be a period of time, normally 6 months to 1 year when the job description should be revisited to ensure the content is an accurate reflection of the job. 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 postholder then this should be addressed through the New and Changed Job process. It should be noted that this should be carried out timeously.

### **3. Changed Jobs**

Posts can change over a period of time but for most the job evaluation outcome will not normally be affected unless there are significant changes.

Where a post holder and the manager agree that the demands of the post have/will significantly change then a re-evaluation of the post may require to be carried out.

Where a job has significantly changed there should be a re-match or re-evaluation and the whole job should be assessed, albeit with reference back to the original match or evaluation. Just dealing with some factors in these circumstances could lead to inconsistencies.

When a job has changed significantly, the revised job description should be submitted. The submission should include the following, the original job description, CAJE matched job report and national profile; the agreed revised job description and the agreed proposed national profile, the changed job submission pro-forma (Appendix 2) detailing the changes to the skills, responsibilities, effort or environmental aspects of the post now required.

### **4. Review**

Following the band outcome of a changed job, the postholder may wish to request a review of the outcome. The postholder will discuss the request for a review with their line manager and the line manager requires to support the employees request for a review in terms of agreeing the content of the review submission is a true, fair and accurate reflection of the job demands. No new information contrary to the submitted job description will be accepted as part of the review submission. All review documentation requires to be submitted to the relevant Head of Human Resources for submission within the 3 months of the notified Matching outcome.

The Review Panel should comprise of a minimum of four trained and experienced job matchers. Two from management and two from staffside.

A Review Panel will consider whether there is a case for a review. If no then the review will not be progressed and the panel will document their rationale. If yes then the panel will assess the submission. The Panel require to consider whether the change would affect the band outcome and advise as appropriate. There will be no right of appeal and no right to submit a grievance based on the outcome.

### **5. Administration**

A pool of approved and competently trained management and staff side matchers/ evaluators will be maintained. Refresher training will be provided where the need or demand is identified. New matchers/evaluators will be trained to ensure there are sufficient matchers/evaluators to meet the needs of the demand. Job matching panels will be programmed on a bi-monthly basis. Additional panels may be organised to meet operational requirements. All panels must consist of two management and two Staff Side representatives trained in the application of the NHS Job Evaluation Scheme.

An annual panel programme will be developed for information. Each panel will be programmed with six matchers to minimise the risk of absenteeism and possible risk to the panel being cancelled. The panel will then be reduced and confirmed with four matchers within two weeks of the panel date.

There are 3 possible outcomes from Matching panels: a Profile Match; a Band Match; and a No Match. These are described below:

- a) If all factor levels are within the range specified on the profile, this is a (perfect) Profile Match.
- b) If most factor levels match, but there are a small number of variations, there may still be a Band Match, *if all the following conditions apply*:
  - The variations are of not more than one level above or below profile level or range and
  - The variations do not relate to the knowledge or freedom to act factors. Variations in these factors are indicative of a different profile and/or band and
  - The variations do not apply to more than five factors. Multiple variations are indicative of a different profile or the need for a local evaluation and
  - The score variations do not take the job over a grade boundary.
- c) If there are any No match indicators in the Match column shown on the CAJE system, there is No Match. The panel will record this and repeat the process with another identified profile. If there is no other possible profile, the job will be referred for local evaluation following the steps outlined in Section 13 of the NHS Job Evaluation Scheme handbook.

In line with the Job Evaluation Handbook, consistency checking panels will work in co-operation with the original evaluation panel to ensure that job matching and evaluation outcomes are consistent with the application of the NHS Job Evaluation Scheme.

## **6. Quality Assurance**

In line with the above a consistency checking panel will also be scheduled following on from the matching Panel. Any apparent issues or inconsistencies in matching must be referred back to the original matching panel with any queries and/or comments. The matching panel must review the match in question and answer any queries or make amendments to the original match, as appropriate. This will then be returned to a consistency checking panel for conclusion.

The outcomes should be checked for consistency against:

- Other matches completed by the same and other matching panels over an agreed period.

- Other local matches within the same occupational group and job family.
- Other local matches within the same pay band.
- National profiles for the same occupational group and pay band.

## **7. Notification process**

When job matching and evaluation outcomes are finalised Resourcing Services will notify the outcome to the appropriate Head of HR, using a pro forma letter containing the CAJE reference which will be used for the personal file/ eESS record (along with the Job Description) and providing a copy of the Job Matched Report for convenience. The Head of HR will then be responsible for communicating this to the manager using a standard letter. The Manager will formally notify the employee and Payroll, where this is required.