**Job Evaluation**

The Job Evaluation scheme enables NHS jobs to be matched to nationally evaluated profiles to determine in which Agenda for Change pay band a post should sit. When a post goes through job evaluation, the panel reviews it against a nationally evaluated profile. The national profiles can be found on the [NHS Employers website](http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation/national-job-profiles) and are split by professional groups to make it easier to identify the most appropriate one.

The profiles are split into 16 factors and the panel review the job against each factor to check whether it matches that profile and therefore sits within that band. The information does not have to be exactly the same as that on the profile in order to match it but should be equivalent to it.

In order for the Job Evaluation panel to conduct this review, they need as much information about the post as possible, particularly in relation to the 16 factors. This information is provided in the form of a;

* job description
* person specification
* organisational chart

To ensure the panel have all of the information required, the supporting information form must also be completed.

To avoid any delays in the job evaluation process it is important that these documents are completed to a high standard. It may be useful to identify a suitable National Job Profile for the post at this point to help with the creation of these documents. The National Job Profiles can be found [here.](http://www.nhsemployers.org/PayAndContracts/AgendaForChange/NationalJobProfiles/Pages/NationalJobProfiles.aspx)

Below is a table which demonstrates the 16 factors and which document the information for each factor can be found in. It also explains what kind of information needs to be included in these documents in order to provide the panel with the evidence required for each factor.

Once these documents have been completed, they should be sent to the HR Business Partner (HRBP) for your directorate. Where possible, the HRBP will review the documents against a suitable job profile to identify any gaps or potential issues before the post is reviewed by the Job Evaluation panel. These gaps and / or issues can then be addressed before the post is officially banded.

The job description, person specification, organisation chart and supporting information documents will be submitted to the panel once the line manager and HRBP are confident that all of the information required is included.

If, when the panel review the documents they have any questions they may need to speak to you in order to gain a better understanding of the role. The HRBP will inform you of the date and time of the panel that will be reviewing the post. If possible, you should make yourself available during this time, should the panel need to speak to you. This will speed up the job evaluation process.

Once the panel has met and reviewed your post, feedback regarding the outcome will be given to the HRBP, who will in turn pass this onto you.

If you have any questions regarding the Job Evaluation Process please contact your [HR Business Partner](http://gwh-intranet/trust-wide/human-resources/hr-business-partners/contact-listing.aspx).

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| **No.** | **Description** | **Document Information found in** | **Information Required** |
| 1 | Communication & relationship skills | Job description | * Who will the post holder need to communicate with? * How complex, sensitive or contentious is the information being shared? * Will the post holder be expected to communicate difficult messages? * Will the post holder be required to motivate, negotiate, influence, demonstrate tact, train others, be empathetic etc? |
| 2 | Knowledge, training & experience | Person specification | * What level of education is required? * What specific qualification/s or equivalent knowledge and experience does the post holder need? |
| 3 | Analytical & judgemental skills | Job description | * Will the post holder be required to analyse data? How complex is this data? Will the post holder be making judgements on this data? * What level of decisions will the post holder be responsible for making? What complexity? |
| 4 | Planning & organisational skills | Job description | * What level of planning does the role require? Is it routine or complex in nature? Is the post holder organising/planning a range of activities or programmes? * Will the post holder be responsible for planning others work? * Over what timeframe does the post holder plan work? |
| 5 | Physical skills | Person specification | * What physical skills are needed in the role, for example requiring speed, accuracy, dexterity and/or physical precision? Please include examples i.e. giving intravenous injections, sensory skills, keyboard skills, manipulating a patient etc |
| 6 | Responsibility for patient / client care | Job description | * What level and type of contact will the post holder have with patients, their carers/families, other NHS employees, employees of organisations outside the NHS? This could include booking patient appointments/handling patient complaints etc * What type or level of care is the post holder giving to patients or clients i.e. developing programmes of care, giving specialist clinical advice? |
| 7 | Responsibility for policy / service development | Job description | * Will they be responsible for making or implementing changes to policies or procedures? * Will the post holder be involved in or responsible for service development? * What is the impact of this and on what departments or directorates? |
| 8 | Responsibility for financial & physical resources | Job description | * Will the role have responsibility for any financial or physical resources? How much? To what level? Examples are ordering stock, delegated budget holder, signing off time sheets, budget holder or responsibility for several budgets. |
| 9 | Responsibility for human resources | Job description | * What responsibilities will the post holder have for people management or training? This can include supervision. |
| 10 | Responsibility for information resources | Job description | * Will the post holder be undertaking data entry, creating statistical reports that require formulae, taking formal minutes? * Will the post holder be responsible for one or more information system/s? * Will the post holder be responsible for creating their own information systems? |
| 11 | Responsibility for research & development | Job description | * What involvement will the post holder have in undertaking audits, surveys, and/or research and development? * Is it a significant job responsibility and how frequently does the post holder undertake this type of activity? |
| 12 | Freedom to Act | Job description | * How much autonomy will the post holder have to use their own initiative/discretion to take action? * Is the individual accountable for their own actions and/or those of others? * What level of decision making will they have responsibility for? |
| 13 | Physical conditions | Supporting information | * What level of manual handling is involved in the post? |
| 14 | Mental conditions | Supporting information | * What level and extent of concentration is required in the role? * What level and extent of interruption will the post holder experience? |
| 15 | Emotional conditions | Supporting information | * What level and extent of emotional strain will the post holder experience in the role? |
| 16 | Working conditions | Supporting information | * To what extent will the post holder be exposed to unpleasant working conditions? |