# Job Evaluation Supporting Information

*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. In order for the Job Evaluation panel to review a post a job description, person specification and organisational chart must be submitted to the Divisions HR Business Partner. In support of these documents and to ensure the panel have all of the information required, this form must also be completed and submitted.*

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| **Part 1 – Job Details**  Completed by line manager | | | | | | | | |
| **Job Title** |  | | | **Current Band** | | |  | |
| **Department** |  | | | **Desired Band** | | |  | |
| **Directorate** |  | | | **Evaluated in last 18 months** | | | **Yes  No** | |
| **Line Manager** |  | | | | | | | |
| **Reason for Evaluation** | New Role  Change Management Programme  Other (please state)  ……………………………………………. | | | | Significant change to job content and/or span of control  Review of comparable job within the Trust which resulted in a change of band | | | |
| **Part 2 – Supporting Information**  Completed by line manager | | | | | | | | |
| **Physical Effort**  What is the nature, frequency and duration of physical effort required for this post? Please refer to manual handling tasks, lifting, moving items and the level of physical effort required – i.e. standing, sitting, walking. | | | | | | | | |
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| **Mental Effort**  What level and extent of concentration is required in the role and what level and extent of interruption will the post holder experience? Is the work pattern predictable or unpredictable? | | | | | | | | |
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| **Emotional Effort**  This factor measures the nature, level, frequency and duration demands of the emotional effort  required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. | | | | | | | | |
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| Working Conditions  To what extent will the post holder be exposed to unpleasant working conditions? Does the post holder regularly use a VDU or travel for their job? Please refer to nature, level, frequency and duration of exposure. | | | | | | | | |
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| Part 3 – Job Evaluation Details  Completed by HRBP | | | | | | | | |
| Documents provided | | | Job Description  Job Profile  Desktop Sheet  Organisation Chart (including bands) | | | | | |
| **Internal Comparability** | | | **Job Title**…………………………………………………………………………….  **Band**…………………………………………………………………………………  **Directorate / Department**…………………………………………………………  **Job Title**…………………………………………………………………………….  **Band**…………………………………………………………………………………  **Directorate / Department**………………………………………………………… | | | | | |
| HRBP contact details | | | Name:  Phone Number: | | | Manager contact details | | Name:  Phone Number: |
| Professional Group | | |  | | | Date sent to HR Admin | |  |
| Part 4 – Job Evaluation Outcome  Completed by Job Evaluation Panel | | | | | | | | |
| **Panel Members** | | | **Name** | | | **Job Title** | | |
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|  | | |  | | |
| Date of Panel | | |  | | | Band Outcome | |  |
| Score | | |  | | | JE Number | |  |
| **Profile Matched to** | | |  | | | | | |
| **Date Manager informed of outcome** | | |  | | | | | |
| **Amendments Required?** | | | Yes No | | | | | |
| **Comments** | | |  | | | | | |
| **Amendments Completed?** | | | Yes No | | | | | |
| **Authorisation** | | | | | | | | |
| **Chair of Panel** | | **Name** | | | | | | **Date** |
|  | | | | | |  |