

Job Evaluation



Summary

This policy sets out how the Council measures the value of all positions by using analytical Job Evaluation (JE) schemes. The use of objective JE schemes provides fairness and a clear rationale in determining the value attached to all positions. It ensures that the Council's pay schemes comply with employment legislation, in particular the Equal Pay Act.

This policy covers all posts within the Council, except the jobs (e.g. Teachers, Soulbury Officers) which have nationally or locally determined grades.

What is Job Evaluation?

Job Evaluation (JE) is a technique for determining the value or worth of a job or position on the basis of job content. It looks at the main responsibilities and activities and scores this against a number of different criteria or factors. On the basis of the JE score awarded, each position is allocated to a band within the Council's grading structure.

JE is focused on the essential requirements of the position, e.g. the level of responsibility, knowledge and skills required to successfully exercise the duties of the role. Evaluations are undertaken based on the information provided in the job description and person specification which is submitted by the manager. It does not evaluate individual performance of a person occupying the job, nor does it take into account factors external to the Council (e.g. salaries of jobs in the public and private sector).

Job Evaluation Schemes

All jobs within the Council (except the jobs where grades are determined nationally or locally such as Teachers or Soulbury Officers) are evaluated by using one of the following schemes:

- HAY/MSL Job Evaluation Scheme – for positions in Broad Band 5 and above
- GLPC (Greater London Provincial Council Job Evaluation Scheme) – for all positions in Broad Bands 1-4

HAY/MSL Scheme Criteria (positions in Broad Band 5 and above)

This scheme evaluates roles against the following criteria:

CRITERIA	DETAIL
Know How	Measures knowledge, skills and experience
Problem Solving	Measures 'self starting' thinking, analytical, creative skills, resourcefulness and drawing conclusions
Accountability	Measures responsibility for action and consequences in relation to controlled budget and impact on the organisation

GLPC Scheme Criteria (all positions in Broad Bands 1-4)

This scheme is used to evaluate most officer jobs against the following factors:

CRITERIA	DETAIL
Supervision/Management of people	Measures the degree of responsibility for the supervision/management of employees and contract/non direct staff
Creativity and Innovation	Considers the extent to which the work requires innovative and imaginative

	responses to issues and problem resolution and the extent that work is carried out within guidelines
Contacts and Relationships	Purpose, content, potential outcome and conflict/ stress of a contact are more important factors than the status of the person/organisation with whom the contact is made
Decisions – discretion	Requirement to make decisions or recommendations as a regular feature of work, how closely need to follow guidelines/processes
Decisions – consequences	Consequences of the above decisions/ recommendations. Degree of supervision over the decisions is also considered
Resources	Assesses personal accountability for physical and financial resources
Work demands	This element considers the impact of deadlines, frequency of changing demands and resolution of conflicting priorities
Physical demands	Considers the amount and continuity of physical effort required
Working conditions	Exposure to disagreeable or unpleasant working conditions
Work context	Considers potential risk to health and general well being
Knowledge and skills	These may include technical, professional, operational or specialist disciplines as well as levels of understanding and skills necessary for the posts

When should I get a job evaluated?

- Job Evaluation is undertaken when a new post is created, or where there are substantial changes in the job requirements for an existing post
- If you feel that your job has changed significantly, you should discuss this and agree changes with your line manager
- If your line manager agrees that the role has changed significantly, they will submit a request for the new job description to be evaluated

Will a change in grade affect salary?

- **No change to the Broad Band or Level**

Where a post is re-evaluated, and there is no change to the Broad Band or Level for the post, there will be no change to the current salary for the employee.

- **Change to a higher Broad Band or Level**

Where a post is re-evaluated and this results in a change to a higher Broad Band or Level, the employee will be moved to Step 1 of the new Broad Band, or to the nearest step, which is above their existing salary.

- **Change to a lower Broad Band**

Where a post is re-evaluated and this results in a change to a lower Broad Band, this will be considered as a significant change in the requirements and responsibilities of the post and will not be treated as a re-grading. This change will require the deletion of the existing post and the creation of a new post at a lower Broad Band, in line with the policy on reorganisations

What is the effective date for a re-grade?

Where there is a change in pay, this will be effective from the 1st day of the month in which job description was submitted. If the revised role is part of a re-organisation, the new broad band or grade range will be effective from the date the re-organisation is implemented

Managers responsibilities

- Use a template ([Job Description Template](#)) to develop a new/reviewed job description and person specification
- Ensure that job description and requirements are outlined in a clear and concise way, accurately reflecting the responsibilities of the role
- Where the reviewed post is occupied, discuss and agree changes with the post holder
- Once the job description and person specification is agreed you should complete the JE Submission form ([Job Evaluation Submission Form.docx](#)) and send to JESubmissionsWCC@rbkc.gov.uk
- Where JE results in a higher Broad Band, you will need to create a new position on [IBC](#) with the relevant pay steps and transfer employee into that position

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