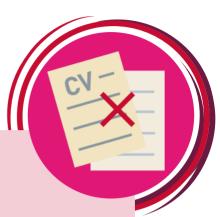
## WHAT IS A JOB PROFILE?



## JOB PROFILES ARE NOT JOB DESCRIPTIONS

- A profile is a summary of evaluated roles.
- A profile is matched to a job description and other relevant information to determine a band outcome.
- A job description describes the main purpose and key responsibilities of the role.
- Profiles are not the same as person specifications which detail personal skills and qualifications.





## WHAT IS A PROFILE LABEL?

A profile label is not the same as a job title, which is given locally and varies between organisations. Labels are given to profiles by the JEG and are designed to:

- be a consistent way of showing the structure of profiles within a job family
- move away from having multiple systems of job labelling
- emphasise the principles behind the pay structure
- demonstrate commonality and potential for flexibility
- keep job group profiles together.

## **HOW IS A PROFILE CREATED?**

- 1. Similar roles are first evaluated, analysed and quality checked.
- 2. Evidence is gathered through job analysis questionnaires.
- **3.** Each job demand is considered under the sixteen factors of the NHS Job Evaluation Scheme.
- **4.** Once the JEG has drafted the profile, it is agreed nationally in partnership.
- **5.** Trained local job matching panels compare a job description for a local job, plus any other information needed, to a published profile.

