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THE WEBINAR IN TWO PARTS

AN INTRODUCTION TO A FEW OF OUR NEW PRODUCTS

AN OPPORTUNITY TO SHARE YOUR VIEWS ON WHAT OTHER PRODUCTS WOULD BE HELPFUL
THE IMPORTANCE OF JOB EVALUATION

Our new animation, explaining how job evaluation affects every job within the NHS is now playing on the home page of the job evaluation web section.
A quick guide to job matching

16/01/2020 13:28:25

Job matching is an analytical way of evaluating as many jobs as possible to nationally evaluated profiles in the most efficient manner possible, avoiding the need for many evaluations.

Who carries out job matching?

Job matching is carried out by a panel comprising both management and staff representative members, who must have been trained in the NHS Job Evaluation Scheme and the avoidance of bias, and who are committed to partnership working.

What documentation is needed?

To carry out job matching, you will need agreed and up-to-date copies of the following:

- Job description.
- Person specification.
- Organisation chart.

These will need to be supplemented by any relevant local information as well as information not normally found in a job description, such as information relating to effort required, which has been obtained in person or by completing a pro-forma from job advisers working in partnership.

Job matching from start to finish

For each job, the matching panel should:

Step one

- Read the job description and any other job information in order to select appropriate profiles.

Step two

- Identify possible profile matches from the appropriate occupational group, for example, nursing, finance.

Step three

- Compare the main purpose of the job in the job description with the job statements at the top of a profile.

Step four

- On a factor by factor basis, complete the matching form with information about the job using evidence from the job description or other sources. For each factor, compare the information on the form with that in the selected profile and determine whether they match. The information does not have to be exactly the same but should be equivalent.

Step five

- It is important to consider all factors and not just prioritise a few. All job information is relevant and must be considered to ensure robust and justifiable outcomes that guard against forcing jobs into profiles which may lead to inappropriate band outcomes.

Step six

Determine the matching outcome. The matching rules are:

- Factor variations should not be more than one level above or below the profile level or range
- There should not be variations relating to the KTE or Freedom to Act factors
- The variations must not apply to more than five factors
NEW REFRESHED JOB ANALYSIS QUESTIONNAIRE (JAQ)

Agenda for change
Job analysis questionnaire
WHY IS CONSISTENCY CHECKING SO IMPORTANT?

Highlighting the important parts of job evaluation immediately on our web pages, so information is easier to access.

Consistency checking

17/01/2020 11:28:07

It's important that you are assured of the quality and consistency of your job evaluation work. This helps ensure equal pay for work of equal value and also to reassure staff that job outcomes have been achieved fairly.

First steps

To achieve quality and consistent outcomes you will need to:

- ensure all panel members have been fully trained in using the NHS job evaluation scheme, equal pay issues and the avoidance of bias

Tips on ensuring consistent panel outcomes

- Match or evaluate jobs in family or equivalent groups (for example, all finance jobs, all physiotherapy roles), this facilitates ongoing comparison and provides some immediate internal consistency checking.

- Be familiar with the national profiles being considered, noting any features which are similar to those of the jobs being matched or evaluated.

- Avoid being influenced by anticipated pay levels. Job information should never state salary information as this can lead to trying to force a job into a particular band. If the outcome is out of line with anticipated salary, this will be addressed later in the process.

- Cross-check individual factor level outcomes against national profiles with similar features during the process. For example, for physical skills, demands of an IT job requiring keyboard skills could be checked against clerical and secretarial jobs on this factor.
WHAT IS A JOB PROFILE?

Quick one pager to help people understand:

- What a profile is
- What a profile label is
- Job profiles are not job descriptions
OTHER BITE-SIZED PIECES IN THE PIPELINE

• Equal pay checklist
• A guide to writing job descriptions
• Context around the relationship between job evaluation and equal pay

Do these work for you? Is there anything else you’d like to see?
OVER TO YOU...

YOUR FEEDBACK
HELPFUL LINKS

- [Job evaluation web section](#)
- [Quick guide to job matching](#)
- [Job analysis questionnaire](#)
- [Consistency checking](#)
- [Step by step to local evaluation](#)
- [What is a job profile?](#)
- [Job evaluation animation](#)