

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.