THE NHS STAFF COUNCIL WORKING IN PARTNERSHIP

JOB EVALUATION GROUP

The NHS Staff Council Job Evaluation Group

Profile review / development

	 Information considered by profile group to determine whether work is necessary.
	 Option 1: No action required - current profile(s) unchanged. Option 2: Set up Task and Finish Group (TFG) if work to be done.
	Feedback to originator confirming profile group decision and rationale.
	• TFG discussion to establish what additional information is necessary and what steps are needed to obtain it.
	 This may include meeting with stakeholders and interviewing post holders as well as reviewing job descriptions and/or JAQs. Further information requested - may need to be sent from JEG Secretariat.
•	• TFG consider all relevant information and revise, amend or draft new profile as required.
	 New or amended profiles are considered by wider profile group and further revisions made as deemed necessary - seeking further information if required.
	Impact on other exisiting profiles considered and action to rectify identified.
	 Draft of profile discussed and agreed at full JEG meeting and action on exisiting profiles confirmed (for example, archiving). If revisions are considered minor they can be enacted/published without further ratification.
	 Draft profile shared with NHS Staff Council Executive to review and authorise consultation with the wider service and other stakeholder NHS Employers distribute consultation and receive responses. Profile group consider responses and make changes if deemed necessary.
	Final version shared with Staff Council executive and published on NHS Employers' website.
	 Changes publicised in NHS Employers NHS Workforce Bulletin and in email to stakeholders and devolved authorities. Profile web pages updated as required to explain changes.