

Advice for NHS employers recruiting to jobs defined or described by other organisations

This advice has been produced by the NHS Job Evaluation Group (JEG) to support employers when using a job description that has been developed and banded by another organisation, for example:

- Using a job description written by a neighbouring NHS body (such as NHS Jobs)
- Using template job descriptions from a national career framework (for example Integrated Urgent Care).
- Using job descriptions written to support national programme delivery (for example Covid vaccination).

In **all** these situations the employer **must** ensure that:

- they are satisfied and can prove that the job matches to a [national profile or evaluates at the stated band](#) **AND**
- the outcome is consistent with other jobs within that employer **AND**
- they have an audit trail demonstrating that the pay band can be justified.

They should do this by undertaking a match or evaluation using a partnership panel of trained job practitioners following the process outlined in the NHS [Job Evaluation Handbook](#).

After recruitment, should employers adapt or alter the job description they should review the job evaluation outcome as soon as possible. Importantly, employers should ensure they have a robust job evaluation audit trail for the banding outcomes attributed to the job descriptions used locally.

Employers should not rely on banding outcomes determined by other organisations. Using job information from other sources does not mean that employers are absolved of legal responsibility for matching and consistency checking the posts.

Where a national NHS body has engaged with the JEG of the NHS Staff Council for advice and support, JEG might undertake a mapping exercise to suggest what an indicative banding for the job description might be. This mapping process is not a full job evaluation and as such a local employer will still need to undertake their own local job evaluation to ensure that they meet their legal responsibility for ensuring equal pay.