

NHS job evaluation handbook

Chronology of amendments - eighth edition.

Date	Chapter	Section/para	Current wording	Amendments made
February 2024	5	Factor 2		<p>A full factor 2 rewrite to ensure consistency of definition and clarity in language across the full breadth of information provided.</p> <p>No new provisions have been added beyond the clarification of the existing information.</p> <p>The chapter has been reorganised into a table format for accessibility purposes.</p>
January 2020	3	7.2	Partnership working remains a central principle of Agenda for Change. Organisations need to consider how they will continue to develop partnership working that has been created during and following implementation of AfC.	<p>New paragraph added to 7.2.</p> <p>To this end, employers should work in partnership with unions to ensure that members of trade unions and other staff organisations recognised for purposes of collective bargaining at local level are recruited, trained and released appropriately to participate in the partnership operation and monitoring of the scheme. Such staff can but do not need to be accredited trade union representatives unless agreed otherwise locally, but they should be employed by their local organisation and be nominated by and accountable to their local trade union branch and/or staff side. (NB the Scottish terms and conditions committee has stipulated that staff side job evaluation/matching practitioners must also be accredited trade union reps.) In exceptional</p>

				circumstances and only by local partnership agreement, job matching or evaluation may need to be done by a third party organisation to meet local capacity needs on a temporary basis (see section 8.4 for more details on when this is possible).
August 2019	5	Definition of corporate in the responsibility factors	Various definitions	Insert in all current definitions the phrase “the highest level of responsibility other than the CEO”
July 2019	3	5.3	After recruitment, the organisation should allow a reasonable period of time for the job to ‘bed down’ and this may vary according to the nature of the job. Some posts may need a period of a few months, while others may be subject to seasonal variations requiring a full year to determine the full job demands. Once the full demands of the post are clear, the postholder and/or their manager should review the job description and, if any changes are made to it, the job evaluation outcome should be reassessed using the matching or evaluation procedure as appropriate. The standard procedure for this reassessment either by job matching or evaluation panel should be followed. This includes checking that the outcome is consistent with other similar jobs on a factor by factor basis.	After recruitment, the organisation should allow a reasonable period of time for the job to ‘bed down’ and this may vary according to the nature of the job. Some posts may need a period of a few months, while others may be subject to seasonal variations requiring a full year to determine the full job demands. Once the full demands of the post are clear, the postholder and/or their manager should review the job description and, if any changes are made to it, the job evaluation outcome must be reassessed using the matching or evaluation procedure as appropriate. The standard procedure for this reassessment either by job matching or evaluation panel should be followed. This includes checking that the outcome is consistent with other similar jobs on a factor by factor basis.
July 2019		7.5	To ensure that the NHS JE Scheme is implemented and maintained in line with the Job Evaluation Handbook, the NHS Staff	Deleted

			Council Job Evaluation Group deliver job evaluation train the trainer courses.	
July 2019		8.4	<p>JEG recommends that use of third-party consultants be subject to the following criteria:</p> <ul style="list-style-type: none"> • Any temporary agreement with a third party should have clearly defined time-limits and be measurable against set criteria. • Partnership working underpins the NHS JE scheme, therefore it is important that any external panels can demonstrate that they work in partnership. • The organisation must be satisfied that external panel members have been properly trained in the NHS JE scheme and understand the principles, which underpin it. • All information relating to the panels and the decisions they make should be audited and handed over to management and staff side JE leads of the organisation. Ownership of the information should rest with the organisation and not the third-party consultancy. • Arrangements should be in place to ensure that there are channels for dialogue to allow panel findings and rationales to be interrogated, understood and differences reconciled. 	<p>JEG recommends that use of third-party consultants be subject to the following criteria:</p> <ul style="list-style-type: none"> • Any temporary agreement with a third party should have clearly defined time-limits and be measurable against set criteria. • Partnership working underpins the NHS JE scheme, therefore it is important that any external panels can demonstrate that they work in partnership. • The organisation must be satisfied that external panel members have been properly trained in the NHS JE scheme and understand the principles which underpin it. • All information relating to the panels and the decisions they make should be audited and handed over to management and staff side JE leads of the organisation. Ownership of the information will rest with the organisation and not the third-party consultancy. • Arrangements should be in place to ensure that there are channels for dialogue to allow panel findings and rationales to be interrogated, understood and differences reconciled. • Consistency checking should be carried out within the organisation not by a third party. • The organisation needs to give some thought to how requests for review will be managed.

			<ul style="list-style-type: none"> Consistency checking is carried out within the organisation and where possible not by a third party. The organisation needs to give some thought to how requests for review will be managed. 	
July 2019	5	Factor 9	<p>Professional and clinical supervision (level 2b) is the process by which professional and clinical practitioners are able to reflect on their professional practice in order to improve, identify training needs and develop. It can be conducted by a peer or superior. It is not for the purpose of appraisal or assessment and only for the purpose of improving practice in context of clinical governance etc.</p>	<p>Professional and clinical supervision (level 2b) is the process by which professional and clinical practitioners are able to reflect on their professional practice in order to improve, identify training needs and develop. It can be conducted by a peer or superior. It is not for the purpose of appraisal or assessment and only for the purpose of improving practice in context of clinical governance etc. It may include mentoring.</p>
July 2019		Factor 14	<p>Intense concentration (levels 4b and 5). Requires in-depth mental attention, combined with proactive engagement with the subject e.g.-> carrying out intricate clinical interventions; undergoing cross examination in court, where the jobholder not only has to apply sustained concentration to the subject matter, but also has to respond/actively participate, as in clinical psychology or speech and language therapy. This is greater than a requirement to observe and/or record the reactions of a patient/client or other person.</p>	<p>Intense concentration (levels 4b and 5). Requires in-depth mental attention, combined with proactive engagement with the subject e.g.-> carrying out intricate clinical interventions; undergoing cross examination in court, active and prolonged participation in Board meetings and situations where the jobholder not only has to apply sustained concentration to the subject matter, but also has to respond/actively participate, as in clinical psychology or speech and language therapy. This is greater than a requirement to observe and/or record the reactions of a patient/client or other person.</p>
July 2019	9	4 new bullet point		<ul style="list-style-type: none"> National profiles are regularly reviewed and updated to ensure their accuracy and currency. For this reason it is essential that panels use the profiles published on the NHS Employers website at the time of the panel sitting and do not rely on

				saved or pre-printed versions that may not be up to date.
July 2019	9	New section 8		<p>Archived profiles</p> <p>There are times when it is necessary to archive profiles – for example, when they are replaced by a combined suite or where there is substantial evidence to indicate that have not been used throughout the service for a significant period of time. Archived profiles should be retained as such on any JE systems but not used to match jobs to going forward.</p> <p>When a profile is archived it does not mean that any jobs matched to it automatically need to be re-matched but that the archived profile is no longer available for future matches.</p>
July 2019	11	2.1	<p>Matching should be carried out by a panel comprising both management and staff representative members. It should be representative of the organisation as a whole. The members must have been trained in the NHS JE Scheme, and this training must include an understanding of the avoidance of bias. The trained practitioners must also be committed to partnership working. The number of practitioners per panel should be between three and five, with four being found most satisfactory by Agenda for Change early implementer organisations. The make-up of matching panels is a matter for local agreement but panels must operate in partnership.</p>	<p>Matching should be carried out by a panel comprising both management and staff representative members. It should be representative of the organisation as a whole. Panel members must have been trained in the NHS JE Scheme, and this training must include an understanding of the avoidance of bias. These trained practitioners must also be committed to partnership working. The make-up of matching panels is a matter for local agreement but panels must operate in partnership. It is best practice for panels to have equal numbers of staff side and management practitioners with four panel members (2 of each) being most effective. No one panel member has deciding vote and panels must reach consensus decisions</p>

June 2019	5	Factor 2 definitions and notes	Under the heading “Difference between levels 1 and 2”, previous stated “At this level the required knowledge generally takes weeks in the job...”	Amended to “At this level the required knowledge generally takes weeks, but not months, in the job...”
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