

Job Evaluation Awareness & Job Descriptions Session Plan

- This training should be delivered by a Partnership pair who are knowledgeable job evaluation practitioners.
- It may be useful to include a recruitment representative for the job descriptions segment.
- The session is designed to be delivered in 2 segments.
- Delivery can be via Teams or in person with groups. It can be recorded to be used for learning and training as required.
- An accompanying booklet has been produced and this should be distributed to delegates in advance of the session.
- The session can be delivered in around 60 - 90 minutes. If delivering both segments, a short break is recommended at the end of the first segment, particularly if using Teams.
- There is an opportunity for questions at the end of each segment.
- Trainers can adapt this if they wish to take questions during the session. However, this may affect timings depending on the number of questions asked.
- Tutor notes are included in the presentation

Slide	Title	Notes	Presenter
1	Job Evaluation Awareness & Job Descriptions	Welcome, Introduction and objectives <i>Remember to tell delegates the session is being recorded for use in future training.</i> <i>The recording will be in two segments – job evaluation and job descriptions.</i>	
2 - 3	Job Evaluation explained What Job Evaluation (JE) is and is not	There is more information in the delegate booklet – page 3	
4	Underlying principles of the NHS Job Evaluation Scheme	See delegate booklet – page 4	
5	When is job evaluation used?	See delegate booklet – page 5 and 6 for sample questions that can aid this part of the process	

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6	The Job Evaluation Scheme and your role (HR/SS/Mgr)		
7 - 12	<ul style="list-style-type: none"> • Overview of the JE Scheme: Factors • Factor levels • How are jobs graded? • What is a job profile? • National profile example • Who is responsible for National Profiles? 	See delegate booklet – page 8 - 10	
13	Consistency checking	See delegate booklet – page 11	
14	Reviews explained (appeal procedure)	See delegate booklet – page 11	
15	Questions	<i>Stop recording at this point.</i>	
		<i>Start recording again at this point.</i> <i>Remind delegates that recording is taking place.</i>	
16	Job Descriptions	See delegate booklet – page 12	
17 - 18	Principles of writing a Job Description Structure of a Job Description	See delegate booklet – page 13	
19 - 23	<ul style="list-style-type: none"> • Job Identification • Job Purpose 	See delegate booklet – page 14	

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	<ul style="list-style-type: none"> • Organisational Chart Position • Dimensions • Key Result Areas 	<p>This section follows the structure of the NHS Scotland job description template.</p> <p>The purpose of each section is explained and describes the types of information that should be included.</p> <p>See delegate booklet – page 15 on how to write KRAs</p>	
24 - 31	<ul style="list-style-type: none"> • Equipment & Machinery / Systems • Assignment & Review of Work Decisions & Judgements sections • The Most Challenging/Difficult Parts of the Job • Communications & Relationships • Physical, Mental, Emotional and Environmental Demands of the Job • Knowledge, Skills and Experience required to do the job • Job Description Agreement 	<p>See delegate booklet – page 14</p> <p>This section follows the structure of the NHS Scotland job description template.</p> <p>The purpose of each section is explained and describes the types of information that should be included.</p> <p>Page 16 of the delegate booklet includes guidance on updating an existing job description and developing one for a new role.</p>	
32	Next steps		
33	Questions?		
	Session close	Stop recording	