NHS Staff Council
Job Evaluation Group

OUTLINE FOR ORGANISATION JOB EVALUATION SCHEME LEADS

The benefits to the organisation of appointing JE Leads is to ensure the organisation is applying the Job Evaluation Scheme in line with that nationally agreed, which will ensure posts are appropriately banded and the graded scheme is consistently applied.

The role of the Job Evaluation Leads (JE Leads) is to support the organisation to maintain specialist detailed knowledge of the NHS Job Evaluation Scheme and processes. They will be experienced JE practitioners, with one representing management and one representing, and appointed by, a recognised trade unions/staff side in the organisation. Partnership working is an essential requisite of the JE Scheme and it is essential that the organisation has a partnership pair of job evaluation leads, together they share the responsibility and ownership of the JE processes and how they operate within the organisation, supports the transparency and integrity of the process.

Working in Partnership the JE Leads have a joint responsibility to:

- Ensure that nationally agreed good practice guidelines contained in the NHS Job Evaluation Handbook and supplementary guidance sent out by the NHS Staff Council are integrated into the organisation's job evaluation policies and practices.

- Keep up-to-date on NHS Job Evaluation developments and share recommended practice locally, keeping Job Evaluation practices up-to-date and relevant to the organisation.

- Work with management and Staff Side to ensure that Job Evaluation Policies and Procedures are monitored and reviewed in partnership.

- Provide advice and guidance to employees, managers and accredited staff representatives about good practice in job evaluation process, on all aspects of the scheme and the interpretation of the organisations JE policies. For example the evaluation of new and changed jobs.

- To ensure that there are adequate numbers of trained job matchers and evaluators to meet the demands of the organisation including keeping an up-to-date register of trained matchers and evaluators.

- Alert the organisation to any failures in process or operation of the JE process which may expose the organisation to equal pay challenges.

- Keep an overview on the management and storage of documentation involved in job evaluation so that a clear audit trail is maintained in the recording of panel decisions and JE processes.

- Have an awareness of the national Job Evaluation Group (JEG) and provide a link to the national group in terms of seeking their technical advice and guidance where required.

Technical competence:

- Trained in all aspects of the NHS Job Evaluation Scheme including Job Matching, Job Evaluation and Job Analyst and Consistency checking
- Be the technical experts and advise the organisation on the application of the Scheme
- Understanding of equal pay legislation
- Ability to implement and ongoing maintenance of the JES within organisation
- Working knowledge of local electronic systems for storage and audit of outcomes.
- Keep their own technical knowledge up to date by undertaking refresher training as required and accessing NHS Employers websites for up-dates on profiles etc.

Behavioural competence:

- A commitment to working in partnership and ensuring this is embedded within the organisation's JE Scheme processes.
- A commitment and ability to challenge poor practice in order to ensure the credibility and governance of the scheme is maintained.
- Resilience.
- Ability to influence others.
- Ability to mediate and build consensus when opinions differ.

- Ability to work as part of a Team, build local capacity for panels and ensure succession planning.
- Ability to maintain confidentiality and to convey the importance of this to those involved in the scheme.

Skills:

- High level attention to detail.
- Ability to analyse a large amount of information and draw conclusions from the data.

Support for JE Leads

It is important that JE Leads are given the necessary support and resources to enable them to undertake their roles effectively. This may include, but is not limited to, access to computer systems, administration support, finance to support the individual practitioners training and panel members training.