

Top Tips for Managers – Job Evaluation

- Access the Job Evaluation page on People First for latest documentation and advice.
- Contact HR Direct for all Job Evaluation enquiries.
- Be clear on what you are wanting to achieve from the outset:

I want to make changes to an existing role

Minor Change: Specified as a change to post title, organisational structure and/or basic terminology.

Major Change: Specified as removal or additional responsibilities being added to the role are not expected to change the banding of the post.

Regrade: the changes made to the duties and responsibilities have been significantly changed/added and expected to change the banding of the post.

- Contact HR Direct to supply you with most recent editable version of the Job Description (JD), Person Specification (PS) and Additional Information Sheet (AIS – if available). Please don't use a copy you have saved on your system as this may not be the official finalised copy.
- HR Direct will assess your request and enter your request into Service Now as a query for review by your People and Culture Partner and appropriate support will be sourced from HR Consult.
- Once you have been supplied with current editable copies of the and PS, check your current JD and PS are on the most up to date [templates](#) (which are available on People First). If your role is on outdated templates, we advise you transfer the role documents onto the most recent templates (including the JE reference number located in the header section) **BEFORE** you make any changes.
- Take the opportunity to discuss the changes you are making with the HR lead who makes contact with you. They can flag any potential issues with your proposals that you may not be aware of.
- Once you have established that your JD and PS is the correct version and are on the correct templates and you have spoken with your HR consultant, **track your changes** (if a panel can't see the changes you have made, then they cannot assess the impact of the changes made)

I want to create a new role

- HR Direct will assess your request and enter your request into Service Now as a query for review by your People and Culture Partner, who will confirm budget approval, prior to the appropriate support being sourced from HR Consult.
- Are you aware of any similar roles in the organisation? If so flag this to HR Direct when raising your request. HR Direct can attach the JD, PS and AIS of the existing similar role to your query.

- If your role is very similar to the one that already exists within the organisation, it's useful for you to track your changes so that job evaluation can see how similar your new role is to the existing role.
- Once you are ready to start writing your new JD, PS and AIS, look over the guidance documents available on people first which give helpful advice and wait for your HR support to contact you.
- It is advisable to refer to [NHS National Profiles](#) when writing a new JD & PS (HR Consult will be able to assist you in identifying any relevant profile/s).
- Be realistic as to the pay band you wish to achieve – be guided by your HR contact, again NHS national profiles are helpful with this.
- Do not use “buzz words” or acronyms - Panel members will not be from your work area and may not understand these.
- Ensure the main job purpose and duties/responsibilities describes the role in a clear and concise matt. This is essential when evaluating and recruiting to the role.
- A JD should contain sufficient information to describe major responsibilities and essential functions; however, the document should not include every detail of how and what work is performed as the supporting evidence should be included in the Additional Information Sheet (AIS)
- The AIS should be completed to assist the grading and should reflect and support duties and responsibilities in the JD and help the grading panel understand the levels of responsibilities required by the postholder. A good AIS should clarify any grey areas.
- Contradictory information between the AIS and the JD can cause delays to the grading process.