## Job Evaluation Scheme and Factors

**The process**

Wakefield Council is carrying out a Council-wide job evaluation exercise using the jointly agreed NJC Single Status Job Evaluation Scheme.

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**What exactly is Job Evaluation?**

Job Evaluation is a process that seeks to objectively measure the different elements or parts of a job. It evaluates each element and gives a total score for the job. All the jobs are scored in the same way, giving a comparison of jobs throughout the organisation.

**Why is Job Evaluation being introduced in Wakefield Council?**

The Single Status national agreement (between employers and trade unions), which has operated since April 1997, includes a provision for introducing Job Evaluation. Councils and the Trade Unions particularly want to ensure that equal pay for work of equal value issues should be addressed.

The Single Status Agreement ends the differences between manual workers and former Administrative, Professional, Technical and Clerical employees, replacing different terms and conditions with a single agreement: the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

Job Evaluation is part of the work being done in WMDC to put the Agreement into practice.

**Who’s involved?**

There are a number of groups of people involved in this process: -

* A Steering Group consisting of Managers and Trade Union representatives.
* Job Evaluation Analysts who will undertake the Job Evaluation interviews.
* Post holders and their managers.
* A Moderation Group who will undertake the quality control.

**The majority of Council employees will be covered by the NJC Job Evaluation Scheme,** with the exceptions of Craft Workers (such as electricians), Youth & Community Workers, Soul bury Advisors and Educational Psychologists and Teachers who **will not** be included because they are on different terms and conditions.

**What Job Evaluation isn’t…**

Job Evaluation is not about setting a level of pay to the points scored by a job. That will be the subject of separate discussions, which will be looking at how the results of the NJC Job Evaluation scheme will translate to a coherent pay structure for the Council.

**How will NJC Job Evaluation be carried out?**

**Before the Job Evaluation interview**

Before an evaluation of a job can be carried out, the post holder(s) need to prepare for the interview. If yours is a unique post (that is that you are the only person holding a post that cannot be grouped with any others), you will still need to go through the preparation process, talking the job through with your line manager.

These discussions should result in the post holder(s) agreeing their job specification with their manager.  The Manager and Job Holder(s) will be responsible for ensuring any additional duties and or responsibilities that are “Essentially required” are documented on the Job Specification.

In addition to agreeing the job specification the post holder(s) and their manager should also jointly consider the Job Evaluation Questionnaire, which will assist them in answering questions at the evaluation interview by prompting them to consider information that will be requested. The Job Evaluation Questionnaire will be issued in good time prior to the Evaluation Interview.

Before the Interview takes place the Analyst(s) must receive a copy of the agreed Job Specification and the Job Evaluation Questionnaire.  If the Job Specification and Questionnaire are not available the Analyst(s) have been directed to cancel the Interview.  The Analyst(s) will also be required to take a copy of the Job Specification and Questionnaire away with them at the end of the Interview for use by the Moderation Panel.

**The interview**

A team of Analysts has been appointed by the Council to carry out the interviews. It is their job to meet with the individual post holders or group representatives of post holders along with the line manager. At some interviews, a Trade Union representative may be present as an observer to provide an independent view of the manner and fairness of the Job Evaluation Interview. They will not take an active part in the interview.

The Job Evaluation Analyst will facilitate the evaluation process by putting a series of questions to the post holder using a laptop computer system. It is the Analyst’s job to clarify the information that the post holder gives based on the information from the agreed job description and discussion during the interview. It is the manager’s responsibility to ensure that the job specification  has been agreed with the job holder(s) prior to the interview.  The Analyst(s) have been directed to include in the Evaluation only information, which has previously been documented in the Job Specification and/or Questionnaire. The questions have been designed to minimise any guesswork. They are either “yes” or “no” answers, or choosing from a list of options.

The questions cover the 13 Job Evaluation Factors; given below, that have been agreed between the employers and trade unions at a national level as a way of evaluating jobs in accordance with the NJC Job Evaluation scheme.

These factors are:

1. **Knowledge:** (What do you need to know to be able to do your job properly?)
2. **Mental Skills:** (What do you need to think about to do your job?)
3. **Interpersonal & Communication Skills:** (Who do you work with and how do you communicate with them?)
4. **Physical Skills:** (What physical tasks do you have to perform and how complex are they?)
5. **Initiative & Independence within role:** (How do you know what you should be doing each day?)
6. **Physical Demands:** (What forms of bodily effort do you need to do your job?)
7. **Mental Demands:** (What levels of both mental and sensory concentration do you need for your job?)
8. **Emotional Demands:** (Do you come into contact with a person disadvantaged or distressed by their personal circumstances or those of a close relative)
9. **Responsibility for People (other than employees):** (Do you have responsibility for individuals or groups of people who are not members of employees e.g. members of the public, service users, clients, or for members of employees as clients/customers?)
10. **Responsibility for Supervision/Direction/Co-ordination of employees:** (Are you directly responsible for other members of employees?)
11. **Responsibility for Financial Resources:** (Are you directly responsible for financial resources, including handling of cash and cheques, being accountable for a budget, or accounting for sums of money?)
12. **Responsibility for Physical Resources:** (Do you have direct responsibility for physical resources including buildings, plant and equipment as well as computerised information, data or records?)
13. **Working Conditions:** (What are the conditions in which you work that are an unavoidable part of your job, assuming Health & Safety regulations have been met?)

At the end of the interview, the individuals or groups being interviewed and the Line Manager and Union Representative (where appropriate) will be requested to sign a document to confirm that they were satisfied with the way the interview was carried out.

Once a complete service has been evaluated and the outcomes moderated you will be sent a copy of a Job Overview, generated by the computer system, based on the information from the interview, which describes your job in terms of the 13 Job Evaluation Factors.

**How are the results verified?**

The Job Overviews for all the interviews have to go through a process of verification known as “moderation”. This is a quality control function, which will be undertaken by a group consisting of Human Resources Officers and Trade Union Representatives who will assess the information from the interviews to ensure that posts are being evaluated in a consistent manner.