



JOB EVALUATION WHAT DOES IT MEAN FOR ME?

GET IN TOUCH

If you wish to talk to a member of the project team about job evaluation, please see below contact details:

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INTRODUCTION FROM THE CHIEF EXECUTIVE



Welcome to this Brooke Weston Trust (BWT) job evaluation guidance leaflet which has been put together to provide information about BWT's job evaluation project and how it might affect you.

I would like to start by thanking you for your patience and co-operation over the last year whilst we have been examining our current staffing structures.

We all know that it is BWT staff who are the most valuable resource in the organisation and it is great people that deliver great performance. As a Trust we are committed to ensuring everyone feels equally valued and recognised for the important work they do. Our overall ambition is to ensure that there is fairness and equality in the rate of pay and range of duties for similar roles in different schools within the Trust.

This is a big piece of work and it is important we take the necessary time to get our procedures for evaluating job roles robust, accurate and reflective of the operational needs of BWT and the individual schools.

This leaflet outlines how the project will be carried out, the system we will be using to complete the exercise, the team of colleagues who are working on the project and details of who to contact if you have any questions.

STATEMENT FROM PROJECT TEAM AND TRADE UNIONS

The BWT job evaluation project is being carried out as a joint exercise between management and recognised trade unions. As schools have joined the Trust over time we have inherited different pay arrangements which means, at the moment, pay varies between schools even where the responsibilities and the size of a job are similar.

BWT wants to reward staff fairly in order that everyone is valued and recognised for their work and contribution. To do this, we need an open, clear and transparent scheme for evaluating the levels of job roles across BWT and, alongside this, a robust pay/grading structure to be applied consistently across the Trust.

Once established, the system will be under constant review as the organisation expands or its operational needs change to ensure equality issues are dealt with in a proper way and that all staff pay continues to be dealt with fairly.

We are more than happy to answer any questions you may have about the job evaluation process, and have included opportunities to feedback your views, either in person, via email or phone as part of the project.

INTRODUCTION

This leaflet and future communications will give you key information about the job evaluation process, including:

- How and why this project is being carried out
- The systems used for job evaluation
- Proposed pay and grading structures
- Pay protection

Please ensure you keep this leaflet as it contains information that you may need to refer back to as the project progresses.

WHAT IS JOB EVALUATION?

Job evaluation is the method used to identify the relative value of jobs in a fair, objective, transparent and consistent way. This takes into account many factors including the levels of responsibility, skill and demands required as part of the job role.

Each element of a job is analysed systematically to give a total score for the job. All the jobs are scored in the same way, giving a comparison of jobs across the organisation.

Once evaluated, a list of jobs in the order of their overall score is produced which then allows a single pay structure to be created.

Job evaluation is about the demands made by the job and the overall level of responsibility of the job at BWT, not about the individual postholder.

WHY DO WE NEED JOB EVALUATION?

Job evaluation is an essential tool to ensure that people are paid fairly for the job that they do.

BWT is committed to tackling inequalities in the workplace by undergoing this process.

The key benefit of job evaluation is that it guarantees a consistent and fair way of deciding the value of a job which is linked to a single pay spine.

HOW DOES JOB EVALUATION WORK?

BWT has employed the National Joint Committee (NJC) Job Evaluation Scheme which is a national union-recognised scheme and has been implemented in local authorities and other organisations across the country.

The NJC Scheme is based on the following principles:

1. Joint ownership – the scheme has been developed jointly by employers and the Trade Unions and is being implemented locally by BWT in partnership with the Trade Unions
2. Openness and transparency – information about the scheme and the process of evaluation should be clear and accessible and communicated to all concerned
3. Equality – the scheme has been designed to incorporate the principle of equal pay for work of equal value

Job evaluation looks at a set of 'factors' that can be applied to all posts. These 'factors' can be defined and measured in order that a 'value' can be arrived at, free from gender bias and discrimination on the grounds of race, sexuality, religion, and disability.

This NJC scheme has 13 'factors', split into 4 groups as follows:

KNOWLEDGE AND SKILLS

1. Knowledge (levels 1-8)
2. Mental skills (levels 1-6)
3. Interpersonal and Communication skills (levels 1-6)
4. Physical skills (levels 1-5)

EFFORT DEMANDS

5. Initiative and Independence (levels 1-8)
6. Physical Demands (levels 1-5)
7. Mental Demands (levels 1-5)
8. Emotional Demands (levels 1-5)

RESPONSIBILITIES

9. Responsibility for People (levels 1-6)
10. Responsibility for Supervision/Direction/Co-Ordination of Employees (levels 1-6)
11. Responsibility for Financial Resources (levels 1-6)
12. Responsibility for Physical Resources (levels 1-6)

Environmental Demands

13. Working Conditions (levels 1-5)

Each 'factor' has a number of different levels with supporting statements that act as measures for each role. Each level is given a score which are then added together to get a total score of a post. This score indicates the overall 'size' of the job and therefore its relative position on the pay and grading structure.

WHAT IS THE PROCESS BEHIND JOB EVALUATION?

The illustration (right) shows the full job evaluation process. We are currently at stage 3 where we are meeting with staff from each service sector who have volunteered to meet with members of the project team to complete job evaluation questionnaires.

Further information will be circulated before the consultations at stage 5 and stage 7.

STAGE
1

INITIAL DISCUSSIONS

- Consult with unions to agree an equal pay and grading review
- Schemes and processes agreed - NJC Job Evaluation Scheme

STAGE
2

POSTHOLDER ENGAGEMENT

- Work with representative postholders to produce draft job descriptions
- Representatives from each service sector included in feeding back their views on the job role

STAGE
3

DATA GATHERING

- Complete further data gathering with representative postholders by completing job evaluation questionnaires
- Surgeries with all postholders within each service sector are invited to feed back on the completed job evaluation questionnaire

STAGE
4

JOB EVALUATION

- Job profiles are evaluated by the job evaluation panel and undergo robust moderation and quality checks

STAGE
5

CONSULTATION

- After the roles have been scored, these will be put into a ranked order in each job family (admin, site, catering etc.) and a proposed grading structure prepared
- All relevant information will be shared with all staff, including the proposed ranked order and details of how to appeal
- All staff will have the opportunity to feedback their views, either in person or via email/phone

STAGE
6

RESPONSE TO POSTHOLDER FEEDBACK

- Following consultation with all staff, adjustments are made where appropriate and any changes or revisions are communicated

STAGE
7

CONSULTATION

- A pay spine is designed to go alongside the grading structure
- All relevant information will be shared with all staff, including the proposed pay spine and details on how to appeal
- All staff will have the opportunity to feedback their views, either in person or via email/phone

STAGE
8

RESPONSE TO POSTHOLDER FEEDBACK

- Following consultation with all staff, adjustments are made where appropriate and any changes or revisions are communicated

STAGE
9

IMPLEMENTATION OF THE SINGLE PAY SPINE

- All staff are notified of the final results, including a personal Job Evaluation result letter
- HR providers instructed to implement the new pay spine

STAGE
10

MAINTENANCE OF JOB EVALUATION SCHEME

- Ongoing maintenance to ensure evaluations remain accurate and up to date and are in line with BWT's operational needs