Agenda for Change Job
Evaluation Scheme – an Update

28th June 2004
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The Background

- No overall review since 1948
- Over 1 million employees
- More than 20 grading structures
- Varying grading procedures & practices
- More than 100 grades – down to 8
- Hundreds of jobs – 350 profiles on list
The Job Evaluation Scheme

- EI testing shows robust
- Some concerns about A&C jobs
- Revised version with:
  - Minor wording changes to some factor levels
  - Responsibility for Information Resources revised
  - Additional and more specific guidance notes
- Approved by Shadow Executive
The Knowledge Factor

- An important factor
- Some difficulties experienced over:
  - Administrative & clerical jobs
  - Step between levels 5 and 6 for healthcare and non-healthcare jobs
- Solution = additional guidance on Evaluating/ Matching Knowledge - available July?
The Matching Procedure

- Has worked well in most EI sites
- Current position:
  - Broad procedure in J EH (out of date)
  - Detailed procedure issued to EI sites and used for training
  - Short term amendments to assist EI sites
- Revised version approved by SE
- Guidance to prevent ‘rogue’ matching
- No decision yet on matching rules
Job Descriptions and ‘Clustering’

- Shadow Executive guidance:
  - Update and agree job descriptions
  - No template
  - Format to suit needs of organisation
  - Not to follow J ES or KSF headings

- Clustering = allocating employees to J Ds
  - Overseen by JE leads/ project team?
  - Line manager + local rep(s)?
  - Review, if error made
National Benchmark Profiles

- Review in light of EI monitoring:
  - Harmonisation of bold texts
  - New labelling system
  - More consistent wording
  - Wider factor ranges where possible to increase matching opportunities

- More profiles

- Generic profiles e.g.
  - Finance, healthcare science
Local Evaluations

Delays at EI sites, due to:
- Jobholders slow to complete JAQs
- Logistics for job analysis interviews
- Evaluation process slower than matching
- Some JAQs still not adequate for purpose

Proposed solution = revise JAQ to direct jobholders to appropriate questions

New guidance for jobholders, job analysts
Consistency Checking

- Necessary for matching and evaluation to minimise:
  - Review requests
  - Unnecessary local evaluations

- Identify apparent anomalies:
  - On a factor by factor basis
  - On a whole job basis

- By comparison with:
  - Other jobs in family
  - Relevant national profiles
  - Other trusts/organisations?
Computerisation

- Tendering process underway
- Appointment by end July 2004
- New system on NHS intranet by Oct
- Matching spreadsheet available to:
  - Record practice matching results
  - Allow transfer onto new system once reviewed and updated, if necessary
Training Issues

- Central Training for Trainers complete in July
- Roll-out Training for Trainers and practitioner training ongoing
- Possible clustering and consistency checking for J E leads
- Computer training – to come
Equality Issues

- JES, procedures, training designed to comply with equal value principles
- Equality report on scheme development
- Shadow Executive equality group on overall outcomes