

## Job Matching/Evaluation Policy

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<b>VERSION NUMBER</b>	2
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<b>AUTHOR</b>	HR Business Partner Staff Side Chair
<b>CONSULTATION GROUPS</b>	Policy Sub Group, Workforce Transformation Group, Joint Partnership Committee,
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<b>POLICY SUMMARY</b>	
<p>The Job Evaluation Policy sets out the framework for the Trust's approach to equality and equal pay which are central to the design of the National Job Evaluation scheme.</p> <p>It will ensure that the scheme continues to be implemented in a fair and non-discriminatory manner across the Trust, through Partnership working between staff and management. Furthermore it will ensure that correct procedures for job matching are followed including the completion of all documentation appropriately and maintaining an audit trail of decisions taken.</p>	
<b>The Trust monitors the implementation of and compliance with this policy in the following ways:</b>	
This policy will be subject to review as per agreed review schedule of Trust HR policies and as agreed by the Trust's Partnership Committee.	

Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is the Executive Director of People & Culture**

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**JOB MATCHING/EVALUATION POLICY**

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SAMPLE ONLY

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**JOB MATCHING/EVALUATION POLICY**

**1.0 ASSURANCE STATEMENT**

- 1.1 Essex Partnership University NHS Foundation Trust ('the Trust') is committed to an equitable and fair method of determination of pay bands for its employees as set out in the latest edition of the NHS Job Evaluation Handbook. However, the Trust recognises that employee's posts may change over time. This policy sets out the Trust's principles in evaluating posts where there have been material changes to the duties undertaken by an employee to ensure a timely, fair and consistent approach is taken.
- 1.2 Employees need to be assured that the authorised work they undertake is recognised properly through a job description and person specification and banded appropriately in accordance with the NHS Job Evaluation Scheme.
- 1.3 The management of job evaluation issues within the Trust will be built on and demonstrate the Trust's corporate values and behaviours. These values being:
- Open
  - Compassionate
  - Empowering
- 1.4 In demonstrating these behaviours and values, supporting the achievement of its strategic objectives:
- To continuously improve service user experience and outcomes through the delivery of high quality, safe and innovative services
  - To be a high performing health and care organisation and in the top 25% of community and mental health Foundation Trusts
  - To be a valued system leader focused on integrated solutions that are shaped by the communities we serve

**2.0 INTRODUCTION**

- 2.1 This policy is applicable to all new posts arising out of service re-design / new service structures and through organisational change plus any existing post(s) where an employee and their manager believe that there has been a material change(s) to the employee's post.

**3.0 SCOPE OF POLICY**

- 3.1 This policy applies to all Trust employees – except Directors and medical and dental staff.

## 4.0 GUIDING PRINCIPLES

- 4.1 All new jobs created within the Trust will be evaluated as per the latest edition of the NHS Job Evaluation Scheme Handbook.
- 4.2 The Trust provides a mechanism for employees whose posts have significantly changed to have these reviewed for a possible impact on pay band.
- 4.3 The process for review is robust and undertaken using defined principles, in-line with the Job Evaluation Handbook.
- 4.4 The NHS Job Evaluation Scheme does not assess the competency of individual employees and should not be used as a route for promotion or assessment of competence for a higher pay band. Where there are clear professional pathways and posts in these pathways have already been evaluated, further evaluation under the NHS Job Evaluation Scheme is not appropriate. Opportunities for promotion should be advertised according to the Recruitment and Retention Policy and Procedure.
- 4.5 All Trust Job Descriptions and Person Specifications will accurately reflect the requirements of the role.
- 4.6 Managers must approve changes to posts and **agree** job descriptions and person specifications with their employee(s) prior to the submission for review.
- 4.7 Employees can have access to an appeal process if they are dissatisfied about the outcome of job matching / evaluation.

## 5.0 DUTIES

### 5.1 Line managers

It is the responsibility of the line manager to ensure job descriptions and person specifications meet the required standards of the Trust by using the templates provided which can be found in the intranet and ensuring that these documents accurately reflect the role.

### 5.2 Job Evaluation Leads

It is the responsibility of the Job Evaluation Leads (Trust and staff side) to uphold the integrity of the NHS Job Evaluation Scheme at a local level.

### 5.3 Panel Members

It is the responsibility of job evaluation leads to ensure all panel members have satisfactorily completed training and have a thorough understanding of the NHS Job Evaluation Scheme handbook

5.3.1 Job Evaluation Panel members are nominated by either management or Staff side to undertake the necessary training. Employees nominated by Staff side are required to be members of trade unions but are not required to be accredited representatives.

5.3.2 All panel members will have been trained on the importance of matching or evaluating jobs using accurate information rather than making assumptions which are not evidenced. Therefore it is important that this process should equally apply to the review procedure; the risk in making assumptions about a job could lead to the scheme being brought into disrepute.

**6.0 DEFINITIONS**

For the purposes of applying the provisions contained in this document a glossary of terms that are used within the policy are as follows:

<b>Job Description</b>	A document created using the Trust template in which the purpose and responsibilities of the role are clearly defined.
<b>Person Specification</b>	A document created using the Trust template in which the knowledge, skills and experience needed for the role are clearly defined.
<b>Job Evaluation Panel</b>	Trained Trust employees who work together to assess / evaluate a job description and person specification in accordance with the NHS Job Evaluation Scheme. A panel must consist of between 3 and 5 trained panel members, as per national guidance, with a minimum of 1 staff side representative and 2 trust representatives or 1 trust representative and 2 staff side representatives.
<b>National Profiles</b>	These are the nationally agreed, single generic profiles within traditional job groups which all job descriptions are compared to on an analytical basis in order to determine the appropriate pay band.
<b>IJES</b>	This is the Intelligent Job Evaluation System, the electronic system of recording outcomes of matching panels.
<b>Consistency Checking</b>	A process carried out by the Job Evaluation leads, in partnership, to ensure that the role has been matched with posts of the same pay banding within the Trust.

## **7.0 MONITORING OF IMPLEMENTATION AND GOVERNANCE**

7.1 The Deputy Director of HR is responsible for ensuring there is a system in place to monitor, record and report on outcomes from job evaluation process within the Trust.

This should be shared with the HR SMT meeting on a quarterly basis and should include:-

- Number of new roles submitted to panels and outcomes
- Number of revised roles submitted to panels and outcomes
- Number of appeals and outcomes
- Number of positions clustered
- Number of positions sent forward for external evaluation

7.2 This policy is subject to review as per the Trust HR policy review schedule and as agreed by the Trust's Partnership Committee.

7.3 Compliance with this policy will be against the Trust's agreed minimum requirements / standards as detailed within its Auditable Standards and Monitoring Agreements.

## **8.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION**

- National Job Evaluation Handbook (latest edition)
- National Job Profiles

## **9.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES**

- Recruitment and Retention Policy and Procedure.

**END**