

NHS job evaluation reviews: Getting you the pay you deserve

This document provides guidance to RCN members employed in the NHS who believe they are not employed on the right Agenda for Change (AfC) pay band.

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The Agenda for Change job evaluation scheme has nationally agreed role profiles with scoring on 16 factors and pay bands based on those scores. The detailed scoring criteria for each factor level in the **NHS Job Evaluation Handbook** ensures that jobs can be assessed objectively. The 16 factors can be found in Chapter 7 of the Handbook.

It is still possible that RCN members like you are not employed on the right band for the duties your job requires.

This may be because your job has not been assessed correctly or that your job has changed significantly since it was last assessed, and your job description and banding have not been updated.

If this is the case, the RCN is ready to help you every step of the way.

This will include reviewing and discussing the evidence for a claim with you and then submitting a claim to your employer. However, you are the expert in your job and only you can describe the reality and complexity of your role to make the case for a review.

This guidance provides an overview of what the process entails. If you think you have a case to review your role, please get in touch and tell us you would like help with an NHS job evaluation review.

rcn.org.uk/Get-Help/Contact-advice



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What is the NHS Job Evaluation Scheme (JES)?

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What is the NHS Job Evaluation Scheme (JES)?

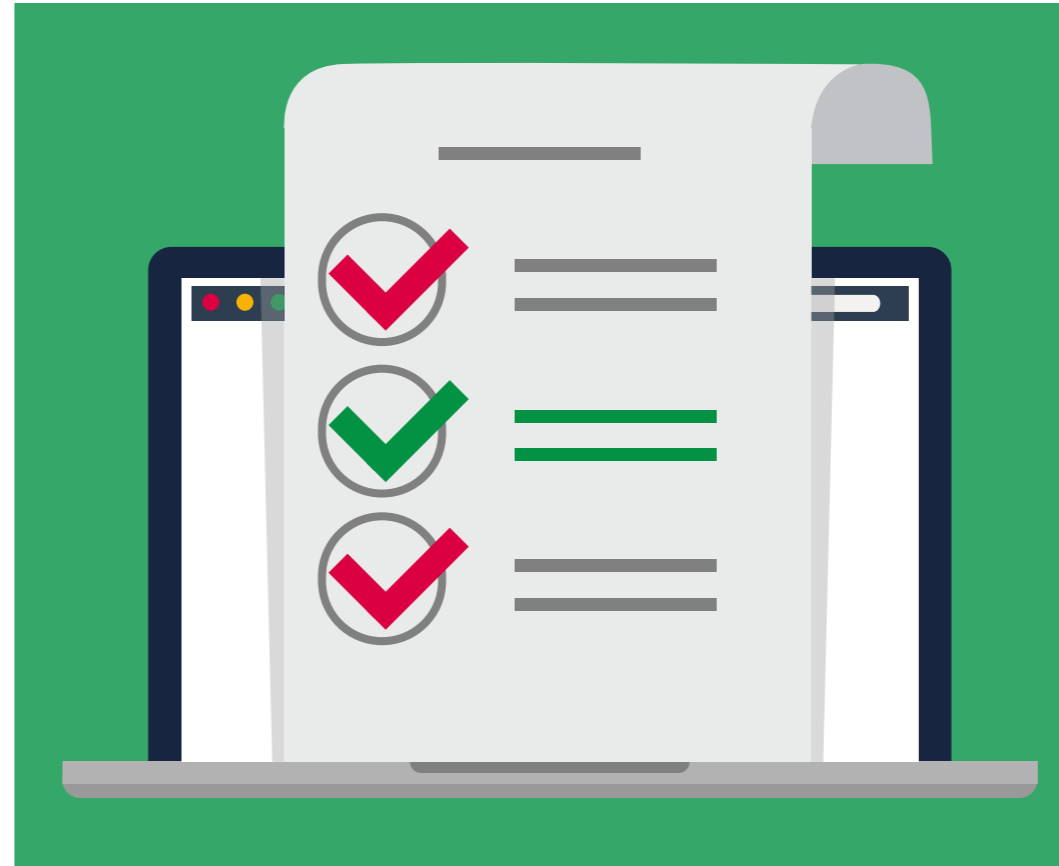
AfC pay rates are underpinned by an analytical job evaluation scheme (JES) that reflects the complexities of health service jobs and career structures and the unique nature of the work undertaken by NHS staff. The scheme is the same in all UK countries, although some of the procedures, especially for consistency checking and monitoring, vary from country to country.

The NHS JES is:

- jointly owned and run by employers and trade unions in partnership
- a system for comparing different jobs, applying agreed rules
- a way of establishing an internal rank order of jobs using agreed weighting
- an assessment of all significant job demands
- a measurement of jobs and not the people doing those jobs
- transparent and has a review procedure.

The NHS JES can respond to new posts being created or look again at jobs which have changed and should be able to apply the correct banding.

For detailed information about the NHS JES see www.nhsemployers.org/topics/pay-pensions-and-reward/nhs-terms-and-conditions-service-agenda-change



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The NHS JES gives two ways to determine a job's pay band, taking each of these factors into account.

Job Matching

The Job Evaluation Group (JEG) of the NHS Staff Council keeps and maintains several hundred “job profiles” that describe roles appearing right across the NHS and for which there is strong evidence for score levels. If a job is sufficiently like one of these a partnership panel of trained JE practitioners compares the job description (JD) and person specification to a national profile.

www.nhsemployers.org/publications/nhs-job-evaluation-handbook

Job Evaluation

In the unusual event that there is no suitable national profile to match a job to, there is a lengthier process involving job holder and manager completing a detailed job analysis questionnaire (JAQ) which will then be checked by a partnership pair of trained job analysts. This detailed information is then used by a job evaluation panel to assess the levels for each factor and the total score of those factors gives the job band. Job evaluation does not mean a job is more complicated or deserves higher pay than jobs that are matched, it just means it is unusual enough not to match a profile. The scoring criteria for each factor level is exactly the same.

Appendix A: Template to request a JE review

All panel decisions have to go through a process of “consistency checking” which looks at whether the correct process has been followed and whether there is enough evidence to support the decision. They also look at whether the decision is consistent with other decisions throughout the organisation.

Consistency checking should be undertaken in partnership by experienced JE panellists, usually the staff-side and management-side JE leads, not just by a senior manager.

When the scheme was designed, as part of the AFC negotiations, employers and unions in partnership decided the weighted scores for each factor and the scores for each pay band. These have not changed since the scheme was introduced.

Evaluating the job demands for each job individually would have been and is still a mammoth task. For this reason panels should try to perform a match before deciding that a full evaluation is necessary.

Full details of the evaluation process can be found in the [NHS Job Evaluation Handbook](#).

All panel decisions have to go through a process of “consistency checking”. This is a required measure that looks at both the quality of the decision (has the correct process been followed, is there sufficient documentation to justify the decision, etc.) and whether it is consistent with other decisions throughout the organisations. This includes a vertical as well as horizontal check of outcomes to ensure equality of pay across the whole structure. Consistency checking is usually undertaken by the staff-side and management-side JE leads –but whoever undertakes it, it must be conducted in partnership, not just by a senior manager. If consistency checking brings up anomalies or problems, these are referred back to the original decision-making panel to consider. This process continues until agreement is reached, then the decision is released to the post holder and their manager.

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What to do if you want to request a job banding review

If you think your job is incorrectly banded or if you think your job has significantly changed, the first step is to get in touch with the RCN:

rcn.org.uk/Get-Help/Contact-advice

If you have just received a banding outcome

You will need to think about the following:

- you have three months to request a review of the decision. You should have received a copy of the job matching/evaluation report along with the decision



- gather evidence to identify areas where you think the panel has assessed the demands of your role incorrectly. Look at the way the factor levels are worded in the **NHS Job Evaluation Handbook** (try to avoid repeating factor language in your review request) and you may find more ideas in the national job profiles, which have all been approved by JEG. It's really effective to give tangible examples of the work you do, linked to the relevant section in your job description
- you need only present evidence of the factors you believe have been assessed incorrectly. The panel should normally only look at those and must explain their reasons if they look at others too.

If you believe your job has changed significantly since it was last banded

1. Gather evidence to support the changes you think have taken place. Things you have done on your own initiative may not count, but if your manager has encouraged this or asked you to repeat this it helps make your case, especially if this was in writing via appraisal or emails.
2. Check profiles you think may fit you better than your current match (if you were matched) – this tells you what any significant differences are and what evidence may matter.
3. Seek support from the RCN and draw up amendments you think appropriate.
4. Try to reach agreement from your line manager on a revised JD before requesting a review. It will be helpful to have their support though their disagreement cannot stop you raising the question – the job evaluation scheme should always be open to challenge as it aims to give equal pay for equal value. If there are obstacles to this, seek RCN support.
5. Have evidence ready to support the suggestions you are making and be willing to discuss the wording used to describe the enhanced job demands. Once you have an agreed JD, you and your manager need to submit it via the process in your local job matching policy.
6. If your organisation does not have a form to request a review, you may wish to use the template provided as **Appendix A**.

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Review panels

Review panels operate in the same way as other JE panels. They should be conducted in partnership and be made up of trained JE practitioners who will compare the job information submitted to relevant profile(s) or the factor plan. The panel should attempt to match to a national profile in the first instance. If they agree that they cannot do this, they should ask the post holder to complete a JAQ that, once completed and analysed by a trained analyst, will be evaluated by a new panel.

Once they have come to a decision, it will need to go through the usual consistency checking process before it is released to you.

There is no further right of review, but if you feel that the process has been handled badly and/or not according to the *NHS Job Evaluation Handbook*/ local policy you can submit a grievance. This will not alter the outcome but, if successful, should lead to a review panel being reconstituted.

Key issues

You need to agree job information with your manager. If you feel they are being obstructive or uncooperative, seek advice from your RCN rep, as you may wish to submit a grievance under local policy.

Give examples to back up your case – and not just one-off activities that may never happen again.

You must show a higher-level skill/responsibility/effort – not just “more of the same” increased volume of work.

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Appendix A: Template to request a JE review

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This is an editable form that you can save and complete at your convenience.

Name		Job title	
Manager		Contact details for manager	

Use the grid below to describe the reasons you think your current banding is wrong, referring to the relevant section in your agreed job information (JD, person specification and/or JAQ).

Factor	Detail from panel notes (cut and paste)	What has changed? Or additional information to be considered
1		
2		
3		
4		
5		
6		

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7		
8		
9		
10		

Any additional information you wish to raise:

Attach to this form your current/amended JD and any supplementary information necessary.

We the undersigned request that a review of the JE outcome/banding of this post be undertaken in accordance with the *NHS Job Evaluation Handbook*.

Where there are significant changes to the job, we are in agreement that the changes to the role described above take effect as of this date:

Post holder	Date	Manager	Date
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