

Job Evaluation Template

Nature

Degree

Job Evaluation

Frequency

Duration

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General

Why it is difficult to evaluate the grade of a job purely from a Job Description:-

Job Descriptions are written with a very specific purpose in mind i.e. to give an overview of the main elements of a job to assist those both recruiting and those applying for jobs.

They are neither comprehensive accounts of all aspects and tasks that a job may entail, or in-depth descriptors of the duties and responsibilities that require to be undertaken to fulfil the job role.

Job Descriptions are overviews of the main criteria and major elements of a job, and are therefore fit for purpose in relation to the recruitment & selection process, but not for the evaluation and grading of jobs.

To accurately assess the correct factor level scores, and ultimately the appropriate grade of a job, more detailed information than that provided in a Job Description is required.

The following Guide outlines across each of the 13 factors, the information required to allow a proper evaluation to be undertaken.

A template has been prepared to allow Managers a standard format for the preparation of the information required when submitting a job for assessment (see Appendix 1).

Sample templates have also been included which provide informative working examples for a variety of jobs across the 13 factors.

The first sample template provided under Section 2 is for guidance when considering newly created jobs i.e. providing information under all 13 factors.

The second, provided under Section 3 is for guidance when considering reconfigured jobs i.e. information is only required for those factors which are impacted by the job reconfiguration.

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1. Guidance on Completion

JOB TITLE: Provide Job Title

* Please also provide an organisation chart indicating the jobs relative placing in the structure.

SERVICE: Provide Name of Service

DIVISION: Provide Division Details

REPORTING TO (JOB TITLE): Provide Immediate Line Manager Job Title

DIRECT REPORTS:

Job Title(s)

Provide Job Title Details

of Jobs which report directly

to this post

INDIRECT REPORTS:

Job Title(s)

Provide Job Title Details

of jobs that indirectly report

to this post

Job Evaluation Template



JOB PURPOSE: Please provide brief details of the main purpose of the job.

KEY OBJECTIVES: Please provide brief details of the key objectives of the job.



1. Working Environment

Information is required to establish;

- 1) Whether the job is predominantly carried out in an Indoors or Outdoors environment
- 2) If Outdoors, the extent to which the jobholder can continue to work in adverse weather conditions, or can continue to work in an indoors or sheltered environment
- 3) What is most reflective of the day to day hazardous conditions that the jobholder will be exposed to
- 4) The proportion of working time where the jobholder is exposed to such conditions

To allow determination of the above, the following information is required;

- Predominance between Indoor and Outdoor working
- What the jobholder would do in adverse weather conditions
- Different types of Hazardous conditions encountered
- Frequency and Duration of actual exposure to each identified above (e.g. “Every Day for 1 hour a day” or “Once a week for 2 hours at a time” or “Only on occasion, 2 -3 times a year” etc.)
- Types of Protective Clothing required
- Frequency and duration of need for each different type of protective clothing (e.g. “Every Day for 1 hour a day” or “Once a week for 2 hours at a time” or “Only on occasion, 2 -3 times a year” etc.)

Note: Highlighting that “50% in the base Office and 50% out undertaking Surveys” isn’t enough to establish the extent of exposure to hazardous conditions. The 50% of time out of the office will include, for example, travelling time and time within site offices etc, where it is unlikely that the jobholder will be exposed to any particularly hazardous conditions.

Please provide below, information in relation to the Working Environment factor which covers the requirements outlined overleaf;



2. Physical Co-ordination

Information is required to establish;

- 1) The predominant requirement for Physical Co-ordination on a day to day basis.

To allow determination of the above, the following information is required;

- Examples of the types of work carried out, and any equipment used which requires hand/eye co-ordination, finger dexterity or use of the senses
- Indication of the extent of precision required in the use of equipment outlined above (e.g. Limited, Moderate etc - see JE Scheme for guidance)
- Indication of whether there is any need for co-ordination to be carried out at speed and why speed is necessary
- Any requirement for driving, outlining why this is a requirement, the type(s) of vehicle involved and any need for towing/manouvering

Please provide below, information in relation to the Physical Co-ordination factor which covers the requirements outlined overleaf;



3. Physical Effort

Information is required to establish;

- 1) The “Highest” demand for physical effort on a day to day basis (normally that which only happens for short periods of time e.g. lifting heavy weights in short bursts) and secondly;
- 2) The “Main” other demand for physical effort (normally that which may not be particularly heavy, but is undertaken for the longest period of time) e.g. working in awkward positions for long periods of time
- 3) The level of effort required (e.g. Limited, Considerable, High etc – see JE Scheme for guidance)
- 4) The periods of time associated with undertaking both the “Highest” and the “Main” types of effort

To allow determination of the above, the following information is required;

- Everyday work examples of each of the different types of physical effort undertaken (see JE Scheme for guidance)
- The level of effort required (e.g. Limited, Considerable, High etc – see JE Scheme for guidance)
- The frequency and duration of time associated with each of the different types of effort carried out (e.g. “Daily, 3 – 4 times a day, for 5 minutes at a time” or “2 – 3 times a week, for 2 hours at a time” or “Occasionally, Half a dozen times a year for 4 hours at a time”)

Note: It is understood that in the case of some jobs, the types and extent of physical effort can vary significantly season by season e.g. (Gardening posts)

As determination requires to be made of the normal day to day need, an indication of which 2 of the examples provided above could firstly be considered as most reflective of the “Highest” demand and secondly, which would be most reflective of the “Main” other demand undertaken on a day to day basis, would be helpful.

Please provide below, information in relation to the Physical Effort factor which covers the requirements outlined overleaf;



4. Mental Skills

Information is needed to establish;

- 1) The mental skills predominantly required to resolve the more difficult or challenging problems that arise on a day to day basis
- 2) The mental skills associated with any planning or scheduling activities undertaken

To allow determination of the above, the following information is required;

- Brief account of the types of work carried out
- Working examples of the types of problems that will arise on a day to day basis
- How the jobholder will normally resolve these problems
- Examples of the more difficult or challenging problems that arise
- How the jobholder will normally deal with these more difficult or challenging problems (e.g. not expected to deal with them, but pass up to Supervisor or Line Manager etc – see JE Scheme for guidance)
- An indication of any Planning or Scheduling activities undertaken by the jobholder
- Highlight what level of responsibility the jobholder has for each of these (e.g. assisting with updating or personal responsibility for creating/developing, etc.)
- An indication of how far in advance the jobholder normally has to plan/schedule each of these activities (e.g. a few days, a few weeks, a few months etc)

Please provide below, information in relation to the Mental Skills factor which covers the requirements outlined overleaf;



5. Concentration

Information is required to establish the following;

- 1) The highest level of attention required on a day to day basis
- 2) The general period of time where the jobholder must sustain this highest level of attention without any form of interruption
- 3) What places work related pressure on the jobholder that makes concentration more difficult

To allow determination of the above, the following information is required;

- A brief outline of the various day to day tasks and situations which will require the jobholder to concentrate
- An indication of which of these tasks/situations could be considered as requiring the highest level of attention (must be day to day occurrences)
- The period of time over which the jobholder requires to sustain this highest level of concentration without any form of interruption (e.g. up to an hour at a time, 1 to 2 hours, more than 2 hours etc)
- Working examples of the types of situations that will place work related pressure on the jobholder making concentration more difficult

Note: Periods of time do not refer to how long the jobholder has to concentrate over the course of the day, but to the individual periods of time where the highest level can be sustained without that level of concentration being broken e.g. from telephone calls, personal visits, stopping the task in hand to do something else before returning to that task.

Please provide below, information in relation to the Concentration factor which covers the requirements outlined overleaf;



6. Communication Skills

Information is required to establish the following;

- 1) The purpose of the communication, either verbal or written
- 2) The complexity of the communication being undertaken
- 3) The level of communication skill required
- 4) The degree to which the intended recipient(s) are familiar with the subject matter under discussion

To allow determination of the above, the following information is required;

- Working examples of the different types and the different purposes of communication (e.g. examples of situations where there may be a requirement to acquire basic information from, or provide basic information to contacts, or where an increased level of communication is needed to explain the content of council procedures, or situations where a higher level again may be required, such as the provision of professional advice on legal matters, or the need to undertake formal training courses – (see JE Scheme for guidance on specific definitions of “Seeking”, “Providing”, “Explaining”, “Advising” etc)
- For each of the above situations, an indication of who the communication will generally be with (e.g. discussing stationery needs with suppliers, providing information on refuse collection cycles to members of the public, explaining Housing Benefit procedures to Tenants, advising on the legal implications of ignoring enforcement notices to shopkeepers, communicating confidential/commercially sensitive information in public forums etc)
- An indication of the complexity of the information being communicated (e.g. “routine”, “complicated” etc – see JE Scheme for guidance)
- An indication of which would be considered the most demanding

*Note: This should be in relation to the level of communication **skill** required, **not** to the difficulty the jobholder might experience in undertaking these communications, nor to the skill/ability or effectiveness of an individual jobholder. It should also be reflective of routine day to day working.

Please provide below, information in relation to the Communication Skills factor which covers the requirements outlined overleaf;



7. Dealing with Relationships

Information is required to establish the following;

- 1) Demands arising from people related features of the job (other than dealing with immediate colleagues/manager/employees who directly report to the jobholder)
- 2) The extent to which additional demands are placed on the jobholder as a result of the behaviours/circumstances of those individuals who the jobholder comes into contact with, which requires a response/action on the part of the jobholder to deal with these behaviours/circumstances
- 3) The frequency and duration of time where dealing with the behaviours/circumstances of contacts places additional demands on the jobholder

To allow determination of the above, the following information is required;

- An indication of the different types of contacts/service users that place additional demands on the jobholder (Reference to the JE Scheme guidance may assist)
- For each of the types of contacts identified, working examples of the kind of situations where additional demands are placed upon the jobholder (e.g. casual swearing from service users being refused a council tax rebate)
- Again, for each of the above, some working examples of the type of actions/tasks/responses that the jobholder is required to make in dealing with these behaviours/circumstances. (e.g. calming down the service user, informing them of any right to appeal the decision or providing details of where they might receive further assistance, dealing directly with the need to provide personal care etc.)
- Under each, an indication of the period of time which is reflective of the time associated with dealing directly with these additional demands (e.g. "Dealing with and responding to the behaviours/actions of those who subject the jobholder to casual abuse can be for up to an hour of the jobholders working day" or "the jobholder is required to deal with and respond to those who subject them to specific verbal abuse, however this is not a daily occurrence" etc.

*Note: Where the jobholder (during the course of normal day to day working) has to respond to, and deal with service users who may fall into more than one (or even all) of the categories outlined in the JE Scheme guidance, it is important to try and provide as accurate a reflection of timescales as possible for each, to allow an assessment to be made of what would be most representative of the normal day to day requirement.

Please provide below, information in relation to the Dealing with Relationships factor which covers the requirements outlined overleaf;



8. Responsibility for Employees

Information is required to establish the following;

- 1) The level of Supervisory or Management responsibility for people
- 2) The frequency with which this responsibility is exercised
- 3) The extent and frequency of involvement/responsibility in the application of HR procedure and practice
- 4) The scope of the responsibility

To allow determination of the above, the following information is required;

- An indication of posts for which the jobholder is responsible
- Whether this is within a single team/unit or across a number of teams, different functions etc (provide details)(org chart)
- Whether the responsibility is Supervisory or Management level
- If it is a Supervisory responsibility, what does this involve e.g. allocating tasks and checking results, co-ordination of work, on the job training, performance appraisal etc (provide examples)
- Frequency with which this responsibility is exercised (e.g. daily, weekly, etc)
- If it is a Management responsibility, what does this involve e.g. monitoring team performance, evaluating/reviewing activities/working methods etc (provide examples)
- Frequency with which this responsibility is exercised (e.g. daily, weekly, etc)
- The extent/coverage of involvement in the application/implementation of HR procedures and practice (provide examples – see JE Scheme for guidance)
- The frequency with which each of these elements of HR is undertaken e.g. “absence management/return to work issues, at least once a week” “involvement in recruitment, on a monthly basis”, “undertaking disciplinary investigations, 5 – 6 times per year” etc.

Please provide below, information in relation to the Dealing with Relationships factor which covers the requirements outlined overleaf;



9. Services to Others

Information is required to establish the following;

- 1) The predominant day to day requirement for the provision of Services to Others
- 2) It covers responsibilities for the provision of physical, mental, social, economic, business and environmental services, including health and safety.
- 3) This includes services to individuals or groups such as internal or external clients, service users and recipients, customers, contractors, and members of the public.

To allow determination of the above, the following information is required;

- Who the jobholder provides services to e.g. council house tenants, children and families, other types of service users (please specify), other internal or external contacts (please specify)
- What service(s) do they provide e.g. a support service or a front-line service or by assessing client needs or by applying regulations etc (see JE Scheme for guidance)
- What does this involve on the part of the jobholder (examples of what the jobholder does to provide the required services e.g. “undertaking filing, photocopying to support the team” or “providing frontline gardening services including, grasscutting, pruning, pesticide control etc” or “assessing the range of activities/support/counselling interventions required in assisting service users who have addiction related issues”)

*Note – During the course of normal day to day working, some jobholders may provide services to others across more than one of the areas outlined.

An indication of how a normal day might be split in percentage terms for each of the areas identified will assist with determination of which would be most reflective of the day to day predominance e.g;

- | | |
|---|-----|
| • Front-Line with the Public at Main Reception/On Phone | 50% |
| • General Clerical Duties | 30% |
| • Processing Financial Transactions | 10% |
| • Assisting with Service User Needs e.g. provision of equipment | 10% |

Please provide below, information in relation to the Services to Others factor which covers the requirements outlined overleaf;



10. Responsibility for Financial Resources

Information is required to establish the following;

- 1) What predominant responsibility the jobholder has (if any) for financial resources
- 2) What any financial responsibilities are in relation to e.g. handling cash, processing financial documents, monitoring budgets etc
- 3) The annual values/amounts involved
- 4) Whether the responsibility for these amounts is a sole or shared responsibility
- 5) The frequency of undertaking tasks in relation to any financial responsibility

To allow determination of the above, the following information is required;

- Information relating to the responsibilities the jobholder has for financial resources e.g. examples relating to any handling of cash, processing of invoices, monitoring budgets, authorising payments, managing budgets, setting budgets etc (see JE Scheme for guidance)
- The annual amounts involved for each of the different aspects identified
- Confirmation of whether the responsibility for the amounts identified for each are the sole responsibility or a shared responsibility (i.e. amount may be the total for a new build project, but there may be 3 Architectural Technicians, 2 Architects and Contract Specialists who monitor spend across the same project budget)
- The frequency of involvement in undertaking tasks associated with the responsibility (e.g. “handling service user’s cash whilst undertaking shopping on their behalf on a daily basis”, “batch processing financial documents on a fortnightly basis”, “preparing budgetary figures on a quarterly basis (this involves a full days work every month)” etc
- Identify which of the financial responsibilities outlined would most reasonably be reflective of the predominant day to day requirement

Please provide below, information in relation to the Financial Resources factor which covers the requirements outlined overleaf;



11. Physical & Information Resources

Information is required to establish the following;

- 1) The Primary (or main) responsibility for Physical or Information Resources
- 2) The Secondary responsibility for Physical or Information Resources

To allow determination of the above, the following information is required;

- An indication of any responsibility the jobholder has under each of the following categories;
 - Plant/Vehicles/Tools/Equipment
 - Buildings/Premises/External Locations or equivalent
 - Information
 - Supplies/Stock
- Detail what responsibility the jobholder has under each of the areas identified i.e. the types of equipment used and the jobholders responsibility for that equipment e.g. “use and safekeep of spades, forks, hoes etc” or “carrying out routine maintenance of council vehicles” (provide examples) or “ordering of supplies and stock” (provide examples) or “Developing/Management of IT Systems” (provide examples of which Systems) or “Setting alarms/keyholding of Depots” etc (see JE Scheme for guidance)
- If there is any responsibility in relation to plant/vehicles/equipment etc, provide examples, and general value levels associated with the responsibility (see JE Scheme for guidance on value ranges)
- If there is any responsibility in relation to the organisation or management of IT Systems, outline which systems, and whether access is by colleagues, team, within same Service, across a number of services, corporate etc
- If there is a responsibility for the deployment of plant/vehicles etc, indicate whether this is within a single site, or across multiple sites (examples)
- If there is a responsibility in relation to buildings/premises/external locations etc, identify whether the responsibility is for a single or for multiple locations (examples)
- If there is a responsibility in relation to supplies/stock, please provide an outline of what the responsibility is and examples of the types of items involved



- If the jobholder has any involvement in relation to Tendering or Procurement, provide examples highlighting what the responsibility is and also provide general annual value levels associated with the overall responsibility (see JE Scheme for guidance on value ranges). Outline whether the responsibility is at Sectional/Service or Wider level
- Indicate which one of the responsibilities identified would be considered the “Primary” (Main) responsibility
- Indicate which of the remaining could be considered as the “Secondary” responsibility

*Note – If under one of the categories highlighted above, more than one type of responsibility has been identified (e.g. a Cleaner has responsibility for the cleaning of buildings and is also a keyholder) both cannot be chosen i.e. one as the “Primary” and the other as the “Secondary” responsibilities, as both are associated with the “Buildings/Premises/External locations or equivalent” category

The Primary and Secondary responsibilities cannot be chosen from the same category.

In the above example, the responsibility for the cleaning of the buildings would be identified as the “Primary” responsibility and the “Secondary” in relation to the use and safekeeping of equipment (e.g. mops, hoovers, dusters, buckets, cleaning materials etc.

This ensures reflecting the “Primary” responsibility from the “Buildings/Premises/External locations or equivalent” category and the “Secondary” responsibility from a different one namely, the “Plant/Vehicles/Tools/Equipment” category



Please provide below, information in relation to the Physical & Information Resources factor which covers the requirements outlined previously;

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12. Initiative & Independence

Information is required to establish the following;

- 1) The extent to which the jobholder is expected to exercise initiative and the discretion that they have in relation to problem resolution and decision making on any required actions
- 2) The scope over which the jobholder is required to make decisions
- 3) The extent to which any required advice and guidance may be available

To allow determination of the above, the following information is required;

- How the jobholder normally works i.e. predominantly working to instruction or by following established procedures or within policy guidelines etc (see JE Scheme for guidance)
- Examples which will help clarify this e.g. “the jobholder is allocated work tickets in relation to gardening tasks and reports back to the Chargehand when completed and is allocated further tasks” or “the jobholder’s work predominantly involves applying building regulations and enforcement action” or “the jobholder works within policy guidelines and is expected to develop procedures in relation the provision of additions support to service users” etc
- An indication of the types of issues/problems that arise on a day to day basis and require resolution by the jobholder
- An indication of the degree to which the jobholder may take decisions/actions, or whether they are required to pass to a supervisor for resolution or must seek advice/guidance to assist in problem solving (see JE Scheme for guidance)
- Where relevant, the scope over which the jobholder exercises discretion e.g. over activities within a single team/unit or a number of different teams/units, or across a Service etc (please provide examples)
- Where relevant, the extent to which the jobholder is involved in the development of strategy/policy (see JE Scheme for guidance)

Please provide below, information in relation to the Initiative & Independence factor which covers the requirements outlined overleaf;



13. Knowledge

Information is required to establish the following;

- 1) The extent of knowledge required to do the job, by determining;
- 2) The type or nature of the knowledge required
- 3) How this knowledge is normally acquired
- 4) The minimum essential qualification (if any) needed to do the job
- 5) The length of experience (in addition to qualification) required to competently carry out the duties and responsibilities of the job

To allow determination of the above, the following information is required;

- The type or nature of knowledge required e.g. Practical, Technical, Clerical etc (see JE Scheme for guidance)
- How this type of knowledge is normally acquired:
 1. Demonstration and familiarisation on the job; or
 2. Through previous or job related experience; or
 3. On the job training and experience; or
 4. Vocational training/further education and experience; or
 5. Professional qualifications and experience
- If acquired by 1, 2 or 3 above, provide working examples relevant to choice (see JE Scheme for guidance)
- If acquired by 4 or 5, outline the minimum level of qualification required to attain the knowledge to do the job (example of actual qualification is helpful) (see JE Scheme for guidance)
- The extent of additional relevant work related experience required to become fully competent and familiar with all aspects of the job (see JE Scheme for guidance)
- Where relevant, an indication of any working groups (internal and/or external) that the jobholder contributes to in relation to the consideration of changes in the external environment that will impact on the provision of Council Services
- The frequency with which the jobholder attends each working group
- Whether involvement is in relation to the jobholders' own discipline, or relating to areas outwith the jobholders' functional/professional sphere of work
- The expectation of response/action required on the part of the jobholder during/following attendance at these working groups

Please provide below, information in relation to the Knowledge factor which covers the requirements outlined overleaf;

ANY OTHER RELEVANT INFORMATION: