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Powys Teaching  
Health Board

## HR 073 Evaluating New Jobs & Re-evaluation of Changed Jobs

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<b>Document Type:</b>	Policy	Non-clinical
<b>Scope:</b>	PTHB-wide	

The latest approved version of this document is online.  
If the review date has passed please contact the Author for advice.

## Version Control

<b>Version</b>	<b>Summary of Changes/Amendments</b>	<b>Issue Date</b>
1	Replaces the Re-grading procedure following the implementation of the Agenda for Change job evaluation process.	31/03/2007
2	V2 Policy Review Group	31/10/2010
3	V3 Policy Review Group	01/06/2014
4	V4 Policy Review Group	01/12/2015
5	<p>V5 Policy Review Group</p> <ul style="list-style-type: none"> <li>•The policy has been refreshed in respect of good practice, transparency and updated in-line with the job evaluation guidelines / A4C.</li> <li>•This policy aimed to improve and provide clarity of process for job evaluation, job re-evaluation, review and the JAQ process.</li> <li>•Managers have links to the internet page where they can access the most current document.</li> <li>•The policy provides information and clarity concerning accessing support and template generic job descriptions to aid development of role job descriptions.</li> </ul>	24/07/2019
6	<p>The policy was amended to include changes to the:</p> <ul style="list-style-type: none"> <li>• JE Manager Process</li> <li>• Welsh Language Requirement</li> <li>• Vacancy Advert Process</li> </ul>	11/2020
7	The policy was updated in March 2024 to reflect current practice requirements	08/05/2024

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## ENGAGEMENT & CONSULTATION

### Key Individuals/Groups Involved in Developing this Document

Role / Designation
Workforce Policy Review Group
Workforce and OD team

### Circulated to the following for Consultation

Date	Role / Designation
03.2019	Head of Midwifery & Sexual Health Services / Head of Children, Public Health Nursing & Pediatric Services / Assistant Head of Children & Continuing Care / Head of Therapy & Health Sciences North Locality / Integrated Clinical team Manager North West Powys / Senior Nurse Community hospital / Integrated Clinical Team Manager Mid / Head of Estates & Property / Head of Facilities / Head of Mental Health / Service Manager Adult Mental Health / Head of Mental Health operations
04.2019	Workforce Policy Review Group
08.2020	WOD and Workforce Policy Review Group
11.2023	Powys Announcements
12.2023	Workforce Business Partner Team
03.2024	Workforce Policy Review Group

### Evidence Base

**Please list any National Guidelines, Legislation or Health and Care Standards relating to this subject area?**

- Agenda for Change Terms and Conditions of Service

## IMPACT ASSESSMENTS

Equality Impact Assessment Summary					
	No impact	Adverse	Differential	Positive	Statement
					<p><i>Please provide supporting narrative for any adverse, differential or positive impacts that may arise from the implementation of this policy</i></p>
<b>Age</b>	X				
<b>Disability</b>	X				
<b>Gender reassignment</b>	X				
<b>Pregnancy and Maternity</b>	X				
<b>Race</b>	X				
<b>Religion or Belief</b>	X				
<b>Sex</b>	X				
<b>Sexual Orientation</b>	X				
<b>Marriage and Civil Partnership</b>	X				
<b>Welsh Language</b>	X				
Risk Assessment Summary					
<p><b>Have you identified any risks arising from the implementation of this policy / procedure / written control document?</b></p> <p>No risks identified.</p>					
<p><b>Have you identified any Information Governance issues arising from the implementation of this policy / procedure / written control document?</b></p> <p>No risks identified.</p>					
<p><b>Have you identified any training and / or resource implications as a result of implementing this?</b></p> <p>The success and timely completion of the Job Matching process is reliant on trained staff being released from their normal duties each month</p>					

## **1 Policy Statement / Introduction**

This policy has been drawn up in line with the nationally agreed NHS Job Evaluation Scheme. The NHS Job Evaluation Scheme enables all posts within PTHB to be banded through the Job Matching, Job Evaluation process, ensuring fairness, consistency, and equality for all members of staff.

This policy will aim to ensure that any proposals for the development of new roles, changes to existing roles and applications for re-banding of roles are managed in a coordinated way.

This policy aims to ensure consistency throughout PTHB, to ensure equal pay for work of equal value, and to ensure that salaries reflect the responsibility, knowledge and experience demanded by the post.

## **2 Objective**

- To confirm the circumstances, eligibility, and process for banding of posts.
- To achieve fairness and consistency in the process of evaluation of Pay Banding for all members of staff.

## **3 Definitions** (Mandatory Heading)

- **PTHB** - Powys Teaching Health Board
- **AfC** - Agenda for Change
- **JE** - Job Evaluation
- **WOD** - Workforce & Organisational Development
- **CAJE** - Computer Aided Job Evaluation
- **JAQ** - Job Analysis Questionnaire
- **PADR** - Performance Appraisal Development Review
- **JES** - Job Evaluation Scheme

## **4 Responsibilities**

### **4.1 Panellists**

In line with the AfC Agreement, Terms & Conditions of Service and Job Evaluation Handbook all Job Matching, Analysis and Evaluation of jobs are carried out by specifically trained staff.

Once trained - Job Matchers should be released to undertake their Job Evaluation duties for approximately one hour per week.

## **4.2 Job Evaluation Team**

To provide advice on the job evaluation process, including education and guidance on how to write job descriptions.

To complete the full matching and evaluation process within 30 working days.

To release the outcome to the appropriate Line Manager after Consistency has reached an agreed outcome within 2 working days.

## **4.3 Manager**

The manager should discuss and ensure job descriptions accurately reflect post requirements in line with PADR and changes in organisational requirements.

To agree to release trained matchers to undertake job evaluation duties at least one hour per week.

To assess any role re-evaluation requests and inform the requester of their decision to support/ not support the request within 30 days of receipt.

Ensure that all requests submitted to Job Evaluation are complete and include the Combined Template and Authorisation Form.

To communicate the outcome of any role re-evaluation to the requesting employee, in writing, within 5 working days.

When recruiting to a post it is the Manager's responsibility to:  
Review job descriptions to ensure it:

- is approved, current and accurately reflects the role.
- Does not contain historical terminology.

Managers must consider wider implications of changes to the job description; as well as any financial implications to the budget; managers are accountable for these decisions. Managers must ensure they monitor any impact on structures and potential impact on equal pay.

## 5 Job Description Library

The Job Evaluation Team hold a library of approved Job Descriptions and Person Specifications for a range of roles and professions. Managers looking to devise a new post are encouraged to access the library for template job descriptions.

## 6 Detailed Process Requirements

### 6.1 Amendments

Responsibilities attached to a role may vary from time to time without changing the general character or level of responsibility / accountability involved. Such variations may be identified through the PADR or 1-2-1 process and are a common occurrence but may not themselves justify reconsideration of the Banding.

Managers seeking to make amendments **must** obtain an approved job description and personal specification by emailing the JE team - [Powys.JobEvaluation@wales.nhs.uk](mailto:Powys.JobEvaluation@wales.nhs.uk) and seek advice on this process.

Where the pay band has increased, payment will be backdated to the date that the post holder(s) commenced undertaking the revised responsibilities as indicated on the JE Authorisation Form 'effective date of change in responsibility'. It is the responsibility of the manager to inform Payroll of the change by completing the Authorisation of Contractual Change form - [https://nhswales365.sharepoint.com/sites/POW\\_comm\\_humanresources/SiteAssets/SitePages/Home/-Changes-form-Word-version--A3-Authorisation-of-Contractual-Change.doc?web=1](https://nhswales365.sharepoint.com/sites/POW_comm_humanresources/SiteAssets/SitePages/Home/-Changes-form-Word-version--A3-Authorisation-of-Contractual-Change.doc?web=1)

Staff will have the right to request a Review of the outcome within 3 months of receipt of the pay band notification letter. The Review will be carried out in accordance with PTHB existing AfC Review Request Process.

### 6.2 New Post

Where the need for a new role has been identified the Manager must liaise with their Workforce & OD and Finance Business Partners and responsible Director to ensure that the post meets the service requirements the allotted pay band is affordable.

The manager must then complete and return the combined JD template to the JE Team.

### **6.2.1 New Post – New Role Health Check**

New job descriptions may require revision after a period of 'bedding in'.

Staff/Managers intending to review job descriptions are encouraged to seek advice from their HR Advisor, the JE Team, and/ or recognised Trade Union Representative.

### **6.3 Organisational Change**

Where Organisational Change is proposed and would result in a change to a role, function and/or responsibilities of a post the manager with Workforce advice will produce a proposed Job Description & Person Specification, Supplementary Questionnaire, and Organisational Chart. This must be returned to the JE Team at the earliest opportunity.

The Implementation of the proposed changes will be managed In line with the PTHB and the All-Wales Organisational Change Policy. This includes agreeing the changes by mutual consent.

### **6.4 Request for Banding Re-Evaluation**

Where the line manager and post holder believe that there has been a significant, permanent, and substantial change to the role, function or responsibilities of the post. In this situation a reasonable time must have passed since the post was last evaluated. A significant change is defined as a clear step increase in overall responsibility and accountability.

### **6.5 Review**

In the event individual/s are dissatisfied with the result of matching or evaluating they may request a Review.

Such a request must be made within **90 days** of notification of the original Panel's decision.

The JE Authorisation Form should be completed and signed by the Line Manager and Directorate Manager/Budget Holder **before** submitting to the Job Evaluation Team. It is important that appointees to new posts are advised that this post-appointment review could result in a lower or higher pay band.

## **6.6 Bilingual Job Descriptions**

The Welsh Language Act requires job descriptions to be available in the medium of Welsh where the requirement for Welsh is essential. Translation is not required for Welsh Desirable. Manager should follow and use the Welsh skills Assessment Tool to determine the level required for the specific role. For further information and resource access PTHB Equality & Welsh Language intranet page

## **7 Job Evaluation Process Overview**

The integrity of the Job Evaluation process relies heavily on the knowledge and skills of the trained Job Matchers, Evaluators and Analysts and Consistency Checkers involved in the process. It is therefore essential that these skills and knowledge are updated on an annual basis. Annual refresher training/update training will be provided and is essential for the continuation of involvement in the Job Matching process.

**Job Evaluation Panel** will comprise of a combination of Management and Staff Side representatives who will have attended a Job Evaluation training course.

**Consistency Checking Panel** are made up of Management and Staff Side representatives who agree or disagree with the levels awarded by the original Job Matching Panel. Any irregularities picked up on Consistency checking are referred to the original Job Matching Panel for consideration. The members of the original Job Matching Panel make the final decision regarding the levels awarded to each Factor.

**Consistency Outcome** will only be communicated once Consistency checking has been completed and any apparent inconsistencies resolved.

## **8 Monitoring Compliance, Audit & Review**

This policy will be reviewed every three years unless legislative or All Wales directives necessitate any amendments sooner if required by changes to Agenda for Change Terms and Conditions or relevant legislation.

PTHB will ensure that sufficient staff are trained in the matching, analysis and evaluation processes of the NHS Job Evaluation Scheme.

It will also be necessary to train new Panellists to replace those staff that leave PTHB or are no longer able to contribute. Consideration will be given to collaborating and sharing training and refresher training with neighbouring NHS organisations.

## **9 References / Bibliography**

AfC Agreement, Terms & Conditions of Service  
Job Evaluation Scheme Handbook

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken</b> Make reference to where the mitigation is included in the document, as appropriate
<b>Age</b> For most purposes, the main categories are: <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65; and</li> <li>• over 65</li> </ul>	Persons are not differentiated any differently in the Job Evaluation process in terms of age. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.		
<b>Persons with a disability as defined in the Equality Act 2010</b> Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	Persons with a disability are not differentiated any differently in the Job Evaluation process. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken Make reference to where the mitigation is included in the document, as appropriate
	have a positive or negative impact.		
<p><b>People of different genders:</b> Consider men, women, people undergoing gender reassignment <b>NB</b> Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender</p>	<p>Persons with different genders are not differentiated any differently in the Job Evaluation process. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.</p>		
<p><b>People who are married or who have a civil partner.</b></p>	<p>Persons with are married or who have a civil partner are not differentiated any differently in the Job Evaluation process. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role.</p>		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken</b> Make reference to where the mitigation is included in the document, as appropriate
	There is no evidence to suggest that the policy would have a positive or negative impact.		
<b>Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.</b> They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	Women who are in this category are not differentiated any differently in the Job Evaluation process. Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.		
<b>People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers</b>	Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken Make reference to where the mitigation is included in the document, as appropriate
	have a positive or negative impact.		
<p><b>People with a religion or belief or with no religion or belief.</b> The term 'religion' includes a religious or philosophical belief</p>	<p>Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.</p>		
<p><b>People who are attracted to other people of:</b></p> <ul style="list-style-type: none"> <li>• the opposite sex (heterosexual);</li> <li>• the same sex (lesbian or gay);</li> <li>• both sexes (bisexual)</li> </ul>	<p>Equality is at the centre of Job Evaluation in its entirety, along with avoidance of bias. The JE process evaluates the role to be undertaken and not the person in the role. There is no evidence to suggest that the policy would have a positive or negative impact.</p>		
<p><b>People who communicate using the Welsh language in terms of correspondence,</b></p>	<p>Job Evaluation promotes and supports the use of Welsh Language within their Job Descriptions</p>		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken</b> Make reference to where the mitigation is included in the document, as appropriate
<b>information leaflets, or service plans and design</b> Well-being Goal – A Wales of vibrant culture and thriving Welsh language	There is no evidence to suggest that the policy would have a positive or negative impact.		
<b>People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	N/A		
<b>People according to where they live:</b> Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities. This also may include wifi poverty, travel poverty and fuel poverty.	N/A		
<b>Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b>	N/A		

**How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?**

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>People being able to access the service offered:</b> Consider access for those living in areas of deprivation and/or those experiencing health inequalities Well-being Goal - A more equal Wales</p>	N/A		
<p><b>People being able to improve /maintain healthy lifestyles:</b> Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus</p>	N/A		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>			
<p><b>People in terms of their income and employment status:</b> Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions Well-being Goal – A prosperous Wales</p>	N/A		
<p><b>People in terms of their use of the physical environment:</b></p>	N/A		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces Well-being Goal – A resilient Wales			
<b>People in terms of social and community influences on their health:</b> Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community	<b>N/A</b>		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
identity; cultural and spiritual ethos  Well-being Goal – A Wales of cohesive communities			
<b>People in terms of macro-economic, environmental and sustainability factors:</b> Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate Well-being Goal – A globally responsible Wales	Job Evaluation is undertaken in conjunction with the National Job Evaluation Group and Agenda for Change		