Suggestions for Job Evaluation good practice

The London Social Partnership Forum executive team have developed some suggested good practice to help trusts when evaluating jobs, and in making sure they have enough staff trained as job evaluators.

1. Trusts should make sure there is both a management side and staff side job evaluation lead, ideally both trained to the level of train the trainers.
2. Employers (recommend in HR departments), and staff side colleagues should hold lists of trained job evaluators. Panels should be drawn from these lists.
3. Trusts should make regular attempts (recommend annually), to recruit new people to the role of job evaluator.
4. Trusts should provide training for job evaluators and allocate funds.
5. Trusts should check periodically, at least annually, that the above provisions are effective, and to take corrective measures if they are not.
6. Trusts should make sure that information from JEG and relevant national circulars and amendments to terms and conditions is brought to the attention of the local partnership forum and acted upon.
7. Trusts should put in place steps to ensure that consistency checking can be undertaken, training sufficient management and staff side members to achieve this.
8. In extreme cases where there are insufficient internal resources, external providers can be used in line with guidance on capacity from the NHS Staff Council job evaluation group. That is where it can be shown that both management and staff side members are properly accredited, and that any such use is strictly limited to six months, when the situation will be reviewed. In circumstances where external providers are used, steps will be taken to ensure people on management and staff side undertake training to enable future evaluation is carried out by the employer.
9. Trusts should make regular (recommend annual) reports to local partnership bodies, identifying joint programmes of work to ensure there are sufficient numbers of trained job evaluators.
10. Trusts should commit to allowing paid time off for panels, training and meetings for both staff side and management side job evaluators.
11. Trusts should provide refresher training for job evaluators after an agreed period.
12. Trusts should commit to ensuring that all local policies and procedures around job evaluation are agreed in partnership.

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