

<p>Reference Number: UHB 133</p> <p>Version Number: 2</p>	<p><i>Date of Next Review: 23 September 2024</i></p> <p><i>Previous Trust/LHB Reference Number:</i></p>
<p>New and Changed Jobs Procedure</p>	
<p>Introduction and Aim</p> <p>All posts within the UHB covered by Agenda for Change Terms and Conditions (excluding Executive Director and Medical and Dental posts) are banded using the NHS Job Evaluation scheme. The aim of this procedure is to ensure consistency throughout the Health Board, to ensure equal pay for work of equal value and to ensure that salaries reflect the responsibility, knowledge and experience required by the post. All posts will be assessed on the duties that are required for the role and not the abilities or skills of the individual.</p> <p>Job Evaluation determines the value of a job in relation to other jobs within the Health Board in order to establish the level of pay.</p> <p>Posts are matched in partnership with Staff Representatives to national job profiles or evaluated locally to determine within which pay band the post should sit.</p>	
<p>Objectives</p> <ul style="list-style-type: none"> • To Ensure equal pay for work of equal value within the Health Board • To Ensure transparency in the grading of posts within the Organisation • To set down a process for the review of changed posts to ensure they are evaluated appropriately 	
<p>Scope</p> <p>This procedure applies to all posts of staff employed under Agenda for Change Terms and Conditions of Service</p>	
<p>Equality and Health Impact Assessment</p>	<p>An Equality and Health Impact Assessment (EHIA) has been completed - this covers the Recruitment and Selection Policy and any accompanying procedures including the New and Changed Jobs Procedure. The EHIA found there to be a positive impact.</p>
<p>Documents to read alongside this Procedure</p>	<ul style="list-style-type: none"> • Adaptable Workforce Policy • Agenda for Change Terms and Conditions of Service • Recruitment Policy • Recruitment and Selection Procedure

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<u>Disclaimer</u>	
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Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
Tr1		2007	New process no previous Trust reference number issued/available
UHB 1	16/8/12	29/8/12	More explicit on actions necessary. All processes to be undertaken in partnership
2	23/09/21		<p>Re-formatted in line with UHB templates</p> <p>Aligned to Recruitment Policy, umbrella policy for Recruitment and Selection</p> <p>Procedure re-written to reflect current processes</p> <p>Key Changes:</p> <ul style="list-style-type: none"> • Clarity provided on the process for evaluation of new job descriptions and re- banding requests/changed job descriptions. • Section added on the Local Evaluation Process for posts that cannot be matched to a profile. • Forms developed to accompany job descriptions that are sent to the Job Evaluation Team for matching. • Section added on All Wales Job Description Sharing Protocol

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1. RESPONSIBILITIES

Line Manager

- To ensure all job descriptions have been matched/evaluated to confirm the correct banding is applied to the post.
- To ensure posts are not advertised unless they have been assigned a CAJE Reference number.
- To ensure all job descriptions are in the correct format and are available bilingually.
- To get any changed jobs descriptions translated.
- To keep a library of all posts that are matched within their department, along with the CAJE Reference number.

Employee

- To speak to their Line Manager if they have any queries about their job description

Clinical Board/Executive/Service Area Human Resources Team

- To scrutinise and, where appropriate, approve requests for Job Matching/Evaluation applications
- To forward all requests for matching/evaluation to the Job Evaluation Team in a timely manner and include all documentation.

Job Evaluation Team

- To facilitate the Job Matching/Evaluation Process.
- To ensure that all elements of the Job Evaluation process are followed.
- To arrange Job Evaluation panels
- To arrange for Welsh Translation of job descriptions.

Job Matching/Evaluation Panel

- To work in partnership to match/evaluate all posts within the Health Board (excluding Executives and Medical and Dental posts)
- To ensure that due process is followed
- To ensure that the CAJE (Computer Aided Job Evaluation) System is updated for every job that is matched/evaluated.

2. OVERVIEW OF JOB EVALUATION PROCESS

All posts within the Cardiff and Vale University Health Board (UHB) (excluding Executive and Medical and Dental) are required to go through the Job Evaluation process to determine the appropriate pay band for that post.

The Job Evaluation process is undertaken by a Panel of trained job matchers working in partnership with Staff Representatives.

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The panel match the job to an agreed National profile and score it according to the evaluation criteria. (National profiles can be accessed via the NHS Employers Website, or the Job Evaluation pages on the Cardiff and Vale UHB Website). A National profile is made up of 16 factors which a post is required to satisfy.

This process should also be applied when posts have significantly changed since they were last evaluated.

Only jobs that have been matched via this process can be used to advertise for recruitment purposes.

3 PROCESS FOR EVALUATING NEW JOBS

When a post has been created it will need to be matched or evaluated to determine what pay band it will be for recruitment purposes.

In the first instance the manager should check whether there is a generic Job Description that is already in existence and can be used for the role. Generic Job Descriptions can be found in the [Job Description Library](#) on the Cardiff and Vale UHB Website

The process for matching the new job is as follows:

- 1) The manager should draw up a job description based on the requirements of the role using the current UHB template (available on Job Evaluation pages of the Workforce and OD Internet page).
- 2) An Effort Factor Proforma (EFP) must also be completed for evaluation purposes to supplement the Job Description.
- 3) The job description and EFP should be sent to the Clinical Board/Executive area Scrutiny process in the first instance, along with a Job Description Matching Form (Appendix 1) confirming information on the job i.e. Department, Directorate, Manager, whether the post is a new post, the cost code for Welsh Translation. If the job is approved by the Scrutiny Process, it will be forwarded by the Scrutiny Process co-ordinator to the Job Evaluation Team for the matching to take place. If HR have not been involved in the Scrutiny Process, the documentation will be forwarded to the Clinical Board HR Team for their consideration. The job will not be processed without Clinical Board HR approval being received.
- 4) Once approval has been given, the job will be assigned a reference number by the Job Evaluation Team and will be processed to go to a matching Panel

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- 5) The Panel will, in the first instance, try to match the post against a National profile. If the post does not match a national profile it will need to be locally evaluated, (please see the Local Evaluation Process section 7)
- 6) When a post has been matched it must be Consistency Checked by trained consistency checkers who have not been involved in the original job match panel. This ensures that the outcomes are of a good quality and consistent.
- 7) When the post has been consistency checked, the manager will be advised of the Job Matching outcome. If the outcome is satisfactory, the job description is sent for translation into Welsh by the Job Evaluation Team. On receipt of the translated version, the banding outcome will be formally released to the manager, along with the Match Report and the National Profile the job was matched against. All Job Descriptions are issued with the CAJE reference number before being released to the manager.
- 8) The post can then be advertised via the normal recruitment process.
- 9) After recruitment has taken place, in the course of time it may be necessary for the manager and the postholder to review the job description and EFP to ensure the demands of the role are covered. The length of time may vary according to the nature of the job. Some positions may need a period of a few months, while others may require a full year. If it is deemed that there are changes, the job description can be reassessed via the Changed Jobs Process (Section 5)

4 ALL WALES JOB DESCRIPTION SHARING PROTOCOL

Within NHS Wales, there are frequently similar jobs in a number of Health Boards. A protocol has been developed to enable recruiting managers to potentially use the job descriptions from another Health Board when recruiting to a new post. N.B. the protocol cannot be used for re-banding requests.

When using the job description from another Health Board, only **minor** amendments can be made to the original. If the changes are deemed to be significant, the full Job Matching Process outlined in Section 3 must be followed.

The process for determining if another Health Board's job description can be used is as follows:

- 1) The manager should obtain a copy of the original job description, put this into the UHB format and make any **minor** amendments, with Tracked Changes, to reflect the role in the UHB

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- 2) The manager should contact the Job Evaluation Team and forward a copy of the original job description and the amended Tracked Changed version.
- 3) If the changes are deemed to be minor and would not materially impact on the banding of the post, the Job Evaluation Team will contact the Health Board/Trust concerned to determine if the submitted job description had formally been matched.
- 4) If confirmation is received, a request will be made for the job description to be considered at the All Wales Job Evaluation Monitoring Group. The Group will determine if the outcome is robust enough to enable the job description to be shared.
- 5) If the job description is deemed shareable, the Job Evaluation Team will add the CAJE number for recruitment purposes.
- 6) Any job description considered by the All Wales Job Evaluation Monitoring Group is translated into Welsh and is placed in the All Wales Job Description Reference Library.

5 PROCESS FOR EVALUATING RE-BANDING REQUESTS/CHANGED JOBS

Jobs will change over time and as such the job description will change and may need to be re-evaluated.

- 1) The original job description and Effort Factor Proforma should be updated to reflect the changes to the role. **This must be done using the Tracked Changes facility in Microsoft Word, so that the changes to the job can be clearly identified.**
- 2) If a member of staff is currently in the role the changes must be agreed by both the member of staff and their manager. **Any request for a review of banding should be based on the duties that are required for the role and not the skills and experience of the individual in the role.**
- 3) The manager should send the Job Description and Effort Factor Proforma to the Clinical Board/Executive area Scrutiny Process along with the Job Description Re-Banding Request Form (Appendix 2), who will then consider the request, in the context of other posts within the Department/Directorate and any potential knock-on effects. If the request is approved, the information will be submitted to the Job Evaluation Team by the Scrutiny Process co-ordinator. If HR have not been involved in the Scrutiny Process, the request must be forwarded to the Clinical Board HR

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Team for their consideration. The job will not be processed without Clinical Board HR involvement in the overall scrutiny process.

- 4) The job description will be assessed by trained job matchers working in partnership to determine if the changes to the role are significant.
- 5) If the changes are deemed to be not significant and will not change the banding outcome, the amended job description and EFP will be re-coded and logged by the Job Evaluation Team and sent back to the manager for use. There is no right of appeal against this decision. As the original job description has been amended without the banding outcome being changed, the manager should arrange for the job description to be translated into Welsh, for future recruitment purposes.
- 6) If the changes are deemed to be significant the job will go to a panel to be matched, following the process detailed in section 3 above.
- 7) If it is deemed by the panel that the banding for the post has changed and an individual/s is currently undertaking the role, they will receive a letter from the job evaluation team confirming the outcome.
- 8) It should be noted that banding outcomes can go up and can also go down.
- 9) If the banding outcome changes as a result of the re-banding request, the change should be backdated to the date the postholder(s) and manager agreed the job had changed. This date should be clearly documented on the Job Description Re-Banding Request Form submitted.
- 10) If the manager and/or individual do not agree with the banding outcome they can request a review of the post, as detailed in section 6.
- 11) If no banding review is received, the manager should arrange for the job description to be translated into Welsh, for future recruitment purposes.

6. REVIEW

Having been notified of the job matching / evaluation outcome of their post, a manager (for new posts only) or the postholder(s) may request a rematch if they are dissatisfied with the result. This will be undertaken by a new panel.

The request must be made in writing to the Job Evaluation Team within three months of the written notification of the original panel decision.

The process for this is as follows:

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1. In order to instigate a review, the posholder(s) must provide details in writing of where they disagree with the match and evidence to support their case using the matching review form. They should list the evidence from their job description, plus any additional examples which relates to the factor(s) requiring reconsideration. This information should be signed by the postholders, their manager and Clinical Board Director (or approved authorised person)
2. The review documentation will be submitted to the Job Evaluation Team
3. The review will be assessed by a matching panel that was not involved in the original matching of the post.
4. The outcome will be consistency checked and will then be released to the Manager along with the amended Match Report, National Profile.
5. The manager will need to amend the Job Description and EFP to incorporate the information considered for the review. The amended Job Description and EFP should then be forwarded to the Job Evaluation Team to be logged. The manager will be required to arrange for the amended job description to be translated into Welsh, for future recruitment purposes.
6. There is no further review after this point.

7. LOCAL EVALUATION PROCESS (JAQ)

If a Job cannot be matched to a national profile via the job matching process the job will be locally evaluated. The process for this is as follows:

- 1) The individual/manager will be asked to complete a Job Analysis Questionnaire (JAQ).
- 2) Trained Job Analysts comprising of a one Management Representative and one Staff Representative will be assigned to help with completing the JAQ.
- 3) When the JAQ has been completed and agreed by the Manager and individual it should be sent to the Job Evaluation Team to go to a panel.
- 4) The JAQ will be evaluated by a panel against the 16 Factors and the banding will be determined.
- 5) The evaluation will be consistency checked.

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- 6) The outcome will be released to the manager along with the Evaluation Report.
- 7) The manager will then be required to update the Job Description and EFP in line with the information contained in the Evaluation Report and send this to the Job Evaluation Team to ensure it reflects the evaluation undertaken.
- 8) The Job Evaluation Team will add the CAJE Reference number to the Job Description and arrange for the Job Description to be translated before sending back to the Manager.
- 9) If a manager and/or individual is not in agreement with the outcome they can put in a review as detailed in section 6.

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Appendix 1



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

AGENDA FOR CHANGE JOB DESCRIPTION MATCHING FORM

(Please ensure that the Job Description, Person Specification and Effort Factor Proforma is attached and submitted in the current UHB format)

Please indicate below the reason for your submission:

Evaluation of a New Job		Evaluation of an updated/amended Job – Post vacant	
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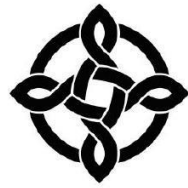
Job Title	
Department	
Directorate	
Clinical Board	
Cost Code for Welsh Translation	
PLEASE COMPLETE FOR NEW OR UPDATED/AMENDED JOB DESCRIPTIONS	
Is this a new job description for recruitment purposes?	Yes / No
Is this an amended job description to be used for recruitment purposes	Yes / No (If <u>yes</u> please provide original CAJE reference number)
Original CAJE Reference Number	
Name and Job Title of Manager Submitting the Job for Matching	Name:

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	Job Title:
Sent to Clinical Board/Executive area Scrutiny Panel	Date: By:
Date considered by Clinical Board/Executive area Scrutiny Panel	Date:
Does this post need to go to a Job Matching Panel to be matched?	Yes / No (if <u>yes</u> please send to Workforce Governance to be matched)
If No, please confirm reason	
Date submitted to Clinical Board HR Team/Job Evaluation Team	Date: By:
Received by Workforce Governance / Job Evaluation Team	Date: By:

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Appendix 2



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

AGENDA FOR CHANGE JOB DESCRIPTION RE-BANDING REQUEST FORM

(Please ensure that the amended Job Description, Person Specification and Effort Factor Proforma is attached and submitted in the current UHB format)

Job Title	
Department	
Directorate	
Clinical Board	
Cost Code for Welsh Translation	
PLEASE COMPLETE FOR MANAGEMENT SUPPORTED RE-BANDING REQUESTS	
If yes, please provide name of current post holder(s)	
Please provide CAJE Reference number of original job description	
Name of Manager Submitting the re-banding request	
Please confirm the date the changes to this job description and effort factor proforma became effective	
Declaration: I confirm that this job description and effort factor proforma are a true reflection of the responsibilities of the role, and that the changes to this	Signed: Employee: Manager:

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role became effective on the date detailed above	
Date considered by Clinical Board/Executive area Scrutiny Panel	Date:
Date submitted to Clinical Board HR Team/Job Evaluation Team	Date: By:
Received by Workforce Governance / Job Evaluation Team	Date: By:
Name of Management Representative and Staff Side Representative assessing the changes	Management Representative: Union Representative:
Does this post need to go to a panel to be matched?	Yes / No (if <u>yes</u> please send to Workforce Governance to be matched)
If No, please confirm reason	
Signed:	Management Representative: Union Representative:
Sent to Workforce Governance	Date: By:
Received by Workforce Governance / Job Evaluation Team	Date: By: