

Job Evaluation Procedure

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1. NJC job evaluation scheme

- 1.1 The Council's NJC job evaluation scheme is a systematic, consistent and fair approach to determining the hierarchy of jobs which make up the Council's pay and grading structure. It is a fair, transparent process, free from discrimination, and complies with equal pay legislation.
- 1.2 The Council uses the NJC scheme for job evaluations affecting employees on NJC 'green book' terms and conditions. This scheme was developed by the National Joint Council (NJC) for Local Government Services and has been agreed nationally with the Trade Unions.
- 1.3 Job Evaluation is a way of measuring the component parts of each job (called factors) in a fair and consistent way and giving each of these factors a score. The scores across all areas are added together and an overall score arrived at for each job. It measures the relative value of job roles.
- 1.4 It is important to emphasise that the job evaluation procedure scores the component parts of a job as laid down in the job description and any other documentation (eg person specification, structure chart), not the person doing the job. It is not a reflection of the strengths or areas for development of a person doing the job.

2. Scope

- 2.1 The NJC scheme and process are to be used only for roles covered by NJC terms and conditions (this excludes jobs on Chief Officers, Teachers, Soulbury, Youth and Community and Craft conditions).
- 2.2 Most Council roles are evaluated using the NJC job evaluation scheme. However, any NJC role which scores higher than 800 points should also be evaluated under the LGA Chief Officer scheme. The LGA have advised that if the job is a true Chief Officer role, it will then generate a score under the LGA scheme. If it fails to meet the LGA benchmark, the role will remain graded as SM2 under the NJC scheme. This provides a fair and transparent means of identifying roles that are Chief Officers and those that are not.

3. When to evaluate jobs

A job may be evaluated for the following reasons:-

New Posts

- Planning process commences
- Manager prepares job description and person specification
- Job description evaluated and moderated
- New post established following consultation and delegated powers

Restructure/Review

All changes in job descriptions must go through the job evaluation and moderation process unless the joint parties (management and union) agree as part of the consultation process that the changes do not affect the duties or the grade. If no fundamental changes have been made to job descriptions and the evaluation panel are in agreement that the changes have no effect on the scheme factors, and therefore do not need to go through the moderation process, then the HR representative should liaise with the Branch Secretary or their nominated representative for agreement. A record should be made of the date of agreement not to be moderated on the sharepoint comments section, or an email could be uploaded.

Otherwise:

- Planning process commences
- Manager prepares job descriptions and person specifications
- Job descriptions evaluated and moderated
- Employees informed of grades following the process in the Consultation Toolkit
- Consultation continues including feedback on the proposed grades
- Restructure reviewed and revised if appropriate
- Changes to job descriptions and/or person specifications made following the consultation exercise should be re-considered by the HR evaluators and sent back to moderation highlighting any changes that have been made to the documentation and rationale for any resultant changes to job evaluation scores
- Restructure agreed following consultation and delegated powers
- If slotted in (60% rule) and dissatisfied employee has right of appeal against the grading of the post otherwise no right of appeal
- If more than 1 employee can claim 60% of the duties and an interview process has to take place then the successful employee will also have the right of appeal if dissatisfied
- Following restructures/reviews there will be a 12 month 'bedding in' period during which time employees will not normally be able to request a re-evaluation of their post

Duties changed – management instigated

All changes in job descriptions must go through the job evaluation and moderation process unless the joint parties (management and union) agree

as part of the consultation process that the changes do not affect the duties or the grade.

- Planning/Consultation process commences
- New job description prepared following consultation and agreement
- Job description evaluated and moderated
- Employee informed of results
- If dissatisfied employee has right of appeal against the grading of the post

Duties changed – employee instigated

All changes in job descriptions must go through the job evaluation and moderation process unless the joint parties (management and union) agree as part of the consultation process that the changes do not affect the duties or the grade.

- Employee claims duties have changed and that the changes amount to increased responsibilities or employee claims their job is unique, not generic
- Manager supports employee's request
- If no manager support, the manager must justify why and the job evaluation process ends
- If manager agrees, new job description prepared following consultation and agreement
- Job description evaluated and moderated
- Employee informed of results
- If dissatisfied employee has right of appeal against the grading of the post

4. Job evaluation procedure

- 4.1 Job evaluation is carried out by a panel of 2 trained evaluators, normally from the HR Team.
- 4.2 The panel assess the job against the NJC job evaluation scheme (and our local conventions). A grade can then be determined using the points to pay line set out in Appendix 1.
- 4.3 In order to carry out an evaluation, the panel must be provided with the following documents by the manager (not the postholder) which should provide a full understanding of the role and how it relates to the job evaluation criteria:
 - A job description and person specification
 - A current (and if appropriate, proposed) structure chart
 - A rationale for the changes that are being made, with any other useful context or supporting information

- 4.4 The panel should ensure that they have a full understanding of the role and how it relates to the criteria. They may also need to liaise with the relevant manager to clarify details of the job role and address any job description/person specification anomalies.
- 4.5 The panel will also carry out checks to ensure consistency of application and will have access to all job evaluation scores for this purpose.
- 4.6 The panel score the job against the NJC scheme and complete the online JE form.
- 4.7 The panel must complete the JE form **in full and upload supporting documentation**. Detailed comments should be made for all factors indicating the evidence for awarding that particular level and, where appropriate whether it has been referenced to (a), (b), (c), (d), or (e). Comments made in the evidence boxes for each factor on the form should relate to evidence of the job role, **not** the scheme.

5. Moderation and Implementation

- 5.1 All NJC jobs are moderated by a panel of 2 HR representatives and 2 trade union representatives, who have not been involved in the evaluation.
- 5.2 The information on the JE database is considered along with the job evaluation scores, job description, structure chart, rationale and any other supporting documentation that was shared with the evaluators.
- 5.3 The scores are considered against the scheme and local conventions, and they are also benchmarked against other NJC roles.
- 5.4 The moderation panel updates the JE database and the system then informs the evaluators and manager of the moderation outcome, which could be that they confirm the score or amend it. Prior to being able to do this, the moderation panel may request further information or clarification.
- 5.5 If the outcome impacts any existing employee, the manager will be required to notify the employee. If the impact includes a change in pay, the manager must also notify the HR Operations Team who will issue the appropriate contract documentation.
- 5.6 Once employees have been notified of a job evaluation outcome, they have 10 working days to appeal.
- 5.8 The effective date of implementation of a job evaluation should be either:
- The effective date of the restructure; OR
 - The date of submission for a regrade; OR
 - In cases where an honorarium has been paid in relation to additional responsibilities now incorporated into the role, the first of the month

after the new grade has been confirmed through moderation at which point the honorarium would cease.

- 5.9 Once an employee has accepted a post after advertisement at a particular grade, they cannot apply for the post to be re-evaluated within 12-months unless there is a genuine change of duties supported by the Executive Director.

Unless there is a restructure, a genuine change of duties supported by the Executive Director or the employee is appealing as they feel an equivalent post is paid higher, existing posts will not normally be re-evaluated within 12-months of a previous evaluation.

6. Appeals

6.1 Grounds for appeal

If an employee is dissatisfied with the outcome of their job evaluation they can appeal, providing their appeal is submitted within 10 working days of the outcome notification from their manager. Appeals must be based on the following grounds:

- The scheme/process has been wrongly applied e.g. factor levels have been wrongly allocated; the evaluation panel has failed to follow guidance etc. A job of equal value/carrying out like work is more highly graded/paid.
- The job has been matched to a generic role and now the job has changed, i.e. the role is significantly different from the evaluated generic role.

Appeals will NOT be accepted:

- If they relate to an opinion about the suitability of the scheme in general to measure the characteristics of any given job
- If they are related to pay only

6.2 Appeals panel composition

The appeals panel will comprise of 2 HR representatives and 2 trade union representatives.

All members of the panel will be trained in the operation of the NJC job evaluation process.

6.3 Appeals process

Submission of the appeal:

- Employee completes an online appeal form with evidence to support their claim. No further evidence can be submitted after this point.

- The appeal must be submitted within 10 working days of receiving their outcome notification.
- The online form will then be sent to the manager asking them to add their comments and advise whether or not they support the appeal. This should generally be done within 2 weeks.
- The appeal will be heard whether or not the manager supports it.
- If the post is generic, HR will identify the individuals that form part of the generic group and notify them that an appeal has been submitted.
- The HR Business Management Team will then be notified of the appeal and make arrangements for it to proceed.

Proceeding with an appeal:

- HR Business Management will arrange an appeals panel and confirm the date and time to the employee.
- Employees will be given the opportunity to attend their appeal to present their evidence to the panel and answer any questions. Where there is a joint appeal, the employees will be asked to send a representative group to attend the appeal which would not normally exceed 4 people.
- Two trade union representatives will be on the panel, however, employees may still be accompanied by an additional trade union representative or work colleague should they wish to.
- Managers are required to be available to answer questions of the Appeal Panel either over Teams or by attending the Appeal if requested by the panel.
- Appeal documentation will be made available for the panel members in advance of the hearing. The employees will also have sight of the appeal form completed with the managers comments.
- No additional evidence will be allowed to be presented at the appeal on the day of the appeal, unless this is requested by the panel.
- If managers are asked to attend appeal they must respect the employee's point of view.
- Appeal meetings will be conducted as informally as possible, and employees should ensure that all relevant information is shared with the panel prior to them leaving the hearing.
- The panel may find it necessary to ask the employee or manager/head of service further questions during their deliberations. If this is the case all parties will be invited back to attend or, if the manager was not present, the panel may contact them by Teams.
- Should the panel feel it appropriate to review any criteria which have not been appealed, additional evidence should be obtained during the hearing from the employee and manager.
- The panel will update the JE database with the outcome and a detailed rationale for any changes.

Appeal outcome:

- The appeals process will result in either:
 - An increase in grade
 - No change in grade
 - A decrease in grade

- The decision of the appeal panel is final; there is no further right of appeal.
- The panel will make every effort to reach a consensus decision on the outcome of the appeal based on the information presented. Should the panel fail to agree then the decision will be accelerated to the Assistant Director of People and Inclusion and Branch Secretary of UNISON. Submissions from both points of view should be made to the panel who will then make a decision.
- In the case of a generic job the outcome of any appeal will affect the whole relevant work group i.e. not just the individual who is submitting the appeal. Therefore, if the grade of a generic job goes down at appeal it will similarly affect all other post holders in that job, unless it is decided that the job is unique and no longer generic.

Notification of Outcome:

- The appeal panel will record the results of the appeal, with a rationale.
- The system will notify the employee and the manager of the outcome. The manager will be responsible for notifying other affected employees for a generic job as soon as possible following the appeal.
- The manager will also notify HR Operations if a pay change is required, to ensure the necessary updates are made to personal files and i-Trent.
- Any changes in grade will be effective from the effective date of the original job evaluation or restructure if relevant.
- Should there be a reduction in grade, [Local Conditions of Service: Section 3 - Salary and Grading Provisions](#) provides guidance on eligibility for pay protection.

Appendix 1: Points to pay line

Grade	SCP	JE Points
Grade 3	2	less than 330
Grade 4	3	330 - 349
Grade 5	4	350 - 379
	5	
Grade 6	6	380 - 409
Grade 7	7	410 - 439
	8	
	9	
	NOT IN USE	
	11	
Grade 8	12	440 - 469
	NOT IN USE	
	14	
	15	
	NOT IN USE	
	17	
Grade 9	18	470 - 499
	19	
	20	
	NOT IN USE	
	22	
Grade 10	24	500 - 529
	25	
	26	
	27	
Grade 11	28	530 - 559
	29	
	30	
Grade 12	31	560 - 589
	32	
	33	
Grade 13	34	590 - 619
	35	
	36	

Grade	SCP	JE Points
Grade 14	37	620 - 649
	38	
Grade 15	39	650 - 679
	40	
Grade 16	41	680 - 709
	42	
Grade 17	43	710 - 739
	44	
SM1	45	740-769
	46	
	47	
SM2	48	770+
	49	
	50	

Appendix 2: Roles and responsibilities

Role	Responsibility
Manager	<ul style="list-style-type: none">• Instigate the job evaluation process either through new posts, restructure, change of duties (manager or employee request)• Provide the necessary information required for the job evaluation to be done such as Rationale, Structure, Job Description & Person Specification• Be available for queries during the moderation session• Notify employee(s) of outcome• Pick up the implementation of any decisions
HR BP / Advisor	<ul style="list-style-type: none">• Carry out the job evaluation ensuring the form is completed in full• Update SharePoint list• Be available for queries during the moderation session• Complete new post form where required• Ensure any updated documentation is added to the list/document library• Update the status accordingly so there is an accurate record of all live jobs
Moderation Panel	<ul style="list-style-type: none">• Review the job evaluation scores and ensure consistency across similar jobs• Update scores and comments following moderation• Change the status of the role to moderated not live (this will automatically communicate the decision to the evaluators)• Update the moderation decision box, the moderators and the date moderated
HR Business Management	<ul style="list-style-type: none">• Ensure all live jobs are attached to a post reference• Keep list up to date, moving any historic jobs into archive
HR Operations Team	<ul style="list-style-type: none">• Action any contractual amendment form and send out relevant letter





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