

## Job Matching/Job Evaluation

### AGENDA FOR CHANGE

#### Guidance for Managers and Staff

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<b>Level</b>	Trust wide (AFC staff only)		
<b>Location of Staff applicable to</b>	All staff locations	<b>Staff groups applicable to</b>	Applicable to all non medical posts within the Trust, except posts at Director and similar level on separate pay scales
<b>To be read In conjunction with / Associated Documents:</b>	Agenda for Change Terms and Conditions of Service NHS Job Evaluation Handbook		

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## 1.0 SUMMARY

- This guideline sets out the agreed principles and processes that will be followed when evaluating jobs.
- Jobs will be matched or evaluated using the NHS Job Evaluation Scheme
- The intention is to match jobs to national profiles but if this is not possible hybrid matching/ evaluation or full evaluation will be used, as described
- There will be designated management and staff side job evaluation leads who are responsible for ensuring the correct application of the Scheme in accordance with this guideline
- Administration of the process will be undertaken by the HR/OD function

## 2.0 INTRODUCTION

This document sets out the agreed principles and processes that will be followed when evaluating a job in order to determine the appropriate pay banding. This guideline has been developed in partnership by management and staff representatives who are trained and experienced job evaluators.

This document determines the processes to be followed for determining the pay band for new posts and posts that have changed significantly.

The Guideline does not apply to Medical posts and Director level posts. It applies to all posts within bands 1-9

### **Equality, Diversity and Human Rights Statement**

The Trust is committed to an environment that promotes equality and embraces diversity in its performance as a service provider. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures and processes. This guideline should be implemented with due regard to this commitment.

## 3.0 ROLES & RESPONSIBILITIES

The duties and responsibilities associated with this Guideline are as follows:-

### 3.1 Management & Staff Side Job Evaluation Leads

- Responsible for ensuring the correct application of the Job Evaluation Scheme and compliance with this Guideline
- Ensuring that those undertaking analysis, matching and evaluation are appropriately trained and for the provision of refresher training from time to time

### 3.2 Consistency panel

- To support the Job Evaluation Leads in ensuring the correct application of the Job Evaluation Scheme and compliance with this Guideline
- To review all matching and evaluation outcomes to ensure consistency across the Trust, with reference to other outcomes in the relevant job family and, where considered appropriate, amend factor scores where they believe the Panel have inappropriately applied a factor score and this does not change the band. They will return inconsistent outcomes back to a panel
- To determine hybrid matching/evaluation outcomes

### 3.3 Job Analysts/Matchers/Evaluators

#### Panel members must be trained in job matching and/or evaluation

- To be a panelist on a job matching panel
- To ascertain as much information as possible to determine whether a post matches a national profile or determine an evaluation outcome
- To undertake analysis and evaluation panels as required.
- To follow the process for matching/evaluation panels as set out in this Guideline
- To keep detailed and accurate IJES records from Panel and to enter the required information onto the IJES database. No paper records will be kept.

### 3.4 Line Managers

- To provide suitable job descriptions and person specifications on the Trust templates (Appendix 3)
- To review job descriptions and person specifications annually as part of the Development Review process to ensure that they are kept up to date
- To consult with job holders about changes to their job descriptions
- To submit job descriptions/person specification/ organization chart and Job Evaluation sign off sheet (Appendix 5) to the designated management job evaluation administrator so that matching/evaluation arrangements can be made. All documents should be submitted via the following email address: [AgendaForChange@bfwhospitals.nhs.uk](mailto:AgendaForChange@bfwhospitals.nhs.uk)
- To notify the Payroll Department of banding outcomes when a change in banding is the outcome
- To submit details of jobs that have changed significantly for a banding review

### 3.5 Human Resources Department

- To manage the administrative aspects of the JE Scheme, including arrangement of panels and provision of associated documentation
- To ensure appropriate records are properly maintained
- To maintain the job evaluation database, IJES
- To notify jobholders and line managers of banding outcomes or other requirements

## 4.0 CONTENT OF THE GUIDELINE

### 4.1. Job Evaluation Scheme

Jobs will be evaluated using the NHS Job Evaluation Scheme (copy available via oneHR under Agenda for Change), which underpins the AfC pay system. This scheme allows for the matching of jobs to national profiles, where these exist, or the analysis and evaluation of jobs against the 16 factors of the scheme, designed to ensure that it is both fair and non-discriminatory.

National profiles have been developed to ensure consistency in outcomes for commonly occurring posts throughout the National Health Service where there are only small variations in the duties, responsibilities and other demands of the post. The aim is to match as many jobs as possible to national profiles.

Responsibility for ensuring the correct application of the Job Evaluation Scheme and compliance with this guideline will rest jointly with the management and staff side job evaluation leads

## 4.2 Job Analysts/Matchers/Evaluators

All individuals undertaking the role of a Job Analyst or participating on a matching or evaluation panel must have been trained in the NHS Job Evaluation Scheme. Those trained will be called upon to undertake analysis or sit on a panel as needs arise and subject to availability.

The management and staff side Job Evaluation Leads will be responsible for ensuring that all those participating in analysis, matching and evaluation have been trained and for the provision of refresher training from time to time.

## 4.3 Job Descriptions & Person Specifications Organisation chart (Appendix3)

Managers will be responsible for drawing up suitable job descriptions and person specifications for all posts. These documents should accurately reflect the demands of the posts and should be reviewed and updated annually as part of the Development Review process to ensure that they are kept up to date. Job holders must be consulted about changes to their job description. These documents are fundamental to the Job Evaluation process.

Job descriptions need to contain as much detail as possible to fully describe the nature and responsibilities of the role but should also be concise -usually no more than 2 sides of A4, excluding the mandatory content of all JDs

The following standard elements must be identified:

- Job Title
- Job Location
- Reports To
- Responsible For
- Job Summary (Short paragraph describing the purpose of the job)
- Duties & Responsibilities (detailed list)

Duties and responsibilities may be listed under key headings such as clinical governance, management & Leadership, education & development, clinical duties, administrative duties etc.

Where posts are broadly similar in nature, consideration should be given to producing a generic job description.

Person specifications should only include the minimum requirements that are necessary for the effective and safe performance of the job in terms of knowledge, experience, skills, and physical attributes. The essential level of qualifications and experience should reflect the demands of the job. Equivalent experience should be identified against qualifications where appropriate. The inclusion of desirable levels of qualification and experience should be avoided but can be used where this would assist with shortlisting in the event that a significant number of applicants met the minimum essential requirements.

The organization chart should reflect the post and two levels above and below the post to be evaluated/ The job titles should be included but no pay bands.

The job description and person specification outline must be submitted to the designated management Job Evaluation Lead/Job Evaluation Administrator so that arrangements for matching/evaluation can be made.

#### 4.4 **Role Review**

Agenda for Change enables the creation of new/different roles. When a member of staff leaves, Managers need to consider if they need to replace like with like or whether it presents an opportunity to re-look at the service provided and determine a new role in line with service improvement.

Such role reviews can take place regardless of whether a member of staff is leaving, as required by service changes/improvements. In this case, the key is to ensure proper consultation takes place with staff (and their Representatives) affected by the role change. The advice of HR should be sought in this respect.

#### 4.5 **Records**

The Human Resources Department will be responsible for managing the administrative aspects of the JE Scheme and for ensuring that appropriate records are properly maintained. This will include the operation and maintenance of the IJES system, the Trusts Job Evaluation database, plus other internal records as required.

#### 4.6 **Matching Procedure**

The procedure for matching posts to national profiles is set in Appendix 1. In the event that a job fails to match the Hybrid Matching/Evaluation Procedure (as set out in Appendix 1) may be agreed. Under this Procedure the factors that have successfully matched are regarded as correct and the remaining factors only are subject to the local evaluation process, as set out in 4.7 below and in Appendix 2.

#### 4.7 **Evaluation Process**

This process, as set out in Appendix 2, will apply for jobs that are deemed unable to go for matching or have been to matching or a matching review (see Section 12 below) and the outcome is a 'no match' and the requirements for Hybrid matching/Evaluation do not apply.

#### 4.8 **Consistency**

The consistency panel will review all matching and evaluation outcomes. This group will comprise ideally 2 management and 2 staff side representatives who must be senior panelists but may be 3-5 members.

The role of the Group is to ensure consistency of outcomes across the Trust in order to avoid grading anomalies and unnecessary review requests.

The management JE Lead will be responsible for managing the work of the Group, ensuring that all outcomes are presented to the Group for consideration.

The Group will review each outcome against those for the relevant job family and on a factor by factor basis and will also make comparisons with relevant national profiles as set out in the Job Evaluation Handbook.

Where the Group believe that a factor has been wrongly scored, having reviewed all the relevant documentation, including the matching panel notes or the JAQ, the job description/person specification, job family outcomes and national profiles, they refer back to a matching panel with at least one member of the original panel. In undertaking this role, the Consistency panel may seek comments from management and staff representatives from the job family concerned but they will not allow new evidence to be introduced. Any new evidence presented at the Consistency Panel will require the role to be sent back to a Job Matching Panel. The rationale will be recorded in the meeting notes and in the case of a matching, in the panel notes section of the IJES system.

#### 4.9 **Processing matching/evaluation results**

The HR/OD Department will be responsible for notifying the banding outcome to the line manager who will be responsible for confirming the outcome to the job holder. Where there is a change the line manager will be responsible for notifying payroll.

The line manager will be provided with a copy of the matching report or evaluation summary report for the post and he/she will be responsible for providing a copy of this to the job holder.

#### 4.10 **Review Process**

Job holders will be entitled to ask for a review of any Matching or Evaluation outcome if they believe the banding outcome is wrong and they have evidence to support this belief. Requests for a Review, together with supporting information, must be submitted within 3 months of the Banding notification and supported by their manager

If a Review is requested, the HR/OD Department will provide the jobholder with a Review pro-forma to be completed and submitted by the deadline of 3 months after the date of notification. This enables the jobholder to provide the additional evidence they wish a review panel to consider and/or draw the panels attention to evidence that they feel was not taken full account of in the original matching/evaluation. The jobholder and the manager must agree the additional evidence and sign the pro-forma. A review can only be requested where the post holder/ manager feels the banding is wrong.

On receipt of the completed pro-forma, the HR/OD Department will convene a significantly different panel (no more than one of the original panel members to be involved) to the original matching/evaluation panel, to consider the additional evidence. For a matching review, the jobholder and manager may be invited to appear before the Panel or be available on the phone. For an evaluation review, the original Job Analysis Questionnaire and the Review pro-forma evidence will be considered and the job holder and Line Manager should, if required, be available to be contacted by telephone to clarify information as required.

The Review Panel will normally only review the factors for which additional evidence has been provided, however in doing so, it may be necessary to review other factors also. Where the evidence submitted for the Review differs from that submitted originally the Panel will be required to clarify the reason for the change. The Review Panel will amend the IJES system to reflect any agreed changes to factor score and will record the basis for the decision (in the panel notes on IJES for matching or a written record for evaluations).

There will be four possible outcomes from a review:

- ❖ No change at all
- ❖ Changes to factor scores but banding unchanged
- ❖ Changes to factor scores and the post no longer matches any profiles and will require evaluation
- ❖ Changes to factor scores and banding (for matching this may mean a different profile) which could increase or decrease the banding outcome

Following the consistency process, the HR/OD Department will confirm the decision of the review panel to the job holder and the line manager.

No further review is possible beyond this stage.

#### 4.11 **Changed Jobs**

Whilst jobs are changing all the time, only significant changes will likely affect the original matching/evaluation outcome. Where a job is considered to have changed significantly, the documents must be completed in partnership between the member(s) of staff and the line manager and submitted by the line manager confirming agreement. In exceptional circumstances, if a line manager is unable to fulfil this role, the grandparent manager must agree and submit the documents. HR advice can be sought to discuss such exceptional circumstances.

Jobs will either be matched or evaluated in accordance with the processes described above.

The outcome will be considered by the consistency panel in accordance with section 4.8 above.

Where the outcome of either process is a change in banding this will be effective from the date of application for the review. The HR Department will notify the line manager of the result.

#### 4.12 **New Jobs**

Proposed new jobs may be matched or evaluated via a desktop exercise so that a pay band can be determined for recruitment purposes.

Where a new post uses a generic job description that has been through the matching/evaluation process, then the Banding outcome for that post will apply.

Where the post is capable of being matched to a national profile, the HR/OD Department will convene a Matching Panel in the normal way as set out in 4.6 above. Appropriate management and, where appropriate, staff representatives from the relevant sphere of work may be invited to attend or be available by phone for the Panel. Using the information contained in the job description and the information provided by the advisers, the Panel will determine if there is a match to a national profile and if so the Banding for that profile will apply.

If the post does not match a national profile the management and staff representatives will be asked to complete a Job Analysis Questionnaire with the assistance of trained Analysts and this will be considered by an evaluation panel as described above.

The outcome of either matching or evaluation will go through the consistency process as described in 4.6 above.

Job holders appointed to new posts can seek a review of the banding outcome within 6 months of commencement in post. If such a review is requested the process in 4.10 above will be followed and any change to the banding will apply either from the date of commencement or from a date identified by the manager in consultation with the jobholder if aspects of the role have changed since commencement. The jobholder will be entitled to request a review of the re-assessment outcome in the normal way.

#### 4.15 **Appeals**

If the jobholder feels that the process has not been correctly applied he/she can raise this under the Agenda for Change Local Appeals Procedure within 6 months of receiving the outcome.



## MATCHING PROCESS

- A Panel of four trained matchers, two management and two staff representatives will undertake matching. In order to avoid the cancellation of a Panel, it may proceed with 3 -5 members, subject to the agreement of the other panel members.
- The Human Resources Department will be responsible for the arrangement of matching panels and the provision of associated documentation.
- The matching panel will be provided with details of the post(s) to be matched by the panel and copies of the job description and person specification and organization chart. Copies of national profiles will be made available to the Panel
- The job holder, or a representative where it is a generic role, may meet or be available by phone for the Panel, together with an appropriate management representative, in order to answer questions, provide clarity etc. For a new job, the arrangements identified in Section 14 will apply.
- The role of the Panel will be to ascertain as much information as necessary to determine whether the post matches a national profile. The labelling of national profiles aims to assist in identifying possible profiles for matching purposes only rather than being the key determinant of whether a post may match the profile or not therefore the Panel will consider also the profile job statement and the general features identified in the profile. The Panel will review the Job description and person specification, consider which profiles may be relevant and if appropriate determine questions that need to be put to the job holder/manager in order to make the required judgement. The Panel will take notes of the information received in response to questions put to the jobholder/line manager.
- The Panel will elect a Chair whose role will be to:
  - Ensure that proper records are kept of the considerations and outcome
  - Ensure that all panel members are given sufficient time and opportunity to participate fully in the matching process
  - Ensure that the panels decisions are recorded by completion of the IJES system
  - Ensure that the relevant documentation's provided to the HR Department following the meeting
- The first task of the panel during the deliberation will be to select a profile against which the information provided both in writing and verbally can be assessed. The Panel should make written notes of the profiles considered and the basis for selection of the final profile. Having made the selection, the panel will determine for each factor whether there is a match to the profile or a variation (following the process set out in the JE Handbook) and the details will be entered on to the IJES system.
- The Panel will be responsible for ensuring that a record is made on the IJES system of the evidence that supports the identified score for each factor. They will only use evidence once in the most appropriate factor.
- On completion of the profile assessment, the IJES system will identify if there is a match or not. In the event of a no-match, the panel will determine if there are any other possible profiles and will test out the scoring against these using the IJES system. (The determination of matching is identified in the Job Evaluation Scheme).

## Hybrid Matching/Evaluation

Hybrid matching/evaluation will apply only in the following circumstances:

- the matching panel agree that it is an appropriate procedure to adopt in the circumstances
- the jobholder agreed to the procedure being adopted for their job
- there is a near non-match as follows:
  - most factors have matched the relevant profile factors levels or ranges without variation
  - No more than 3 factors have two, or exceptionally more, level variations outside the profile level or range
  - the Knowledge and Freedom to Act factors have matched
  - there is no other possible profile against which to match the job
  - the outcome is likely to fall within the same pay band as the unsuccessful match
  - the likely evaluation outcome was very clear to panel members

In exceptional circumstances, the above requirements may be varied as agreed by the consistency panel. If hybrid matching/evaluation is agreed the following process will be followed:

- The factors that have successfully matched exactly the profile levels or range within the profile will be regarded as correct. The remaining factors only are subject to evaluation.
- The job holder will be asked to complete a Job Analysis Questionnaire relating to the factors requiring evaluation plus the main tasks section and organisation chart.
- The completed JAQ is analysed in the usual way and signed off by the job holder and line manager
- The factors are evaluated in accordance with the process described in 9 below. For consistency, at least one member of the matching panel will be on the evaluation panel.
- The result of the evaluation will be considered by the Consistency panel in the usual way (see Section 10 above)
- The job holder will be advised of the banding outcome in the usual way

## EVALUATION PROCESS

- The jobholder will be required to complete the standard Job Analysis Questionnaire (available on the Trust Intranet under Agenda for Change). This will be issued to the jobholder by the HR Department, together with a guidance document to assist with completion (for new jobs see Section 14 above).
- Jobholders will be required to complete a first draft of the JAQ within 4 weeks of issue, agree the detail with his/her Manager and forward to the HR Department within 4 weeks of receipt. The HR Department will make arrangements for 2 trained Job Analysts to be assigned, one management and one staff side.
- The role of the Job Analysts will be to critically review the JAQ and advise the jobholder of aspects that require further detail or clarification.
- Following the meeting(s) with the Job Analysts, the jobholder will amend the JAQ and agree with his/her Manager and forward it to the Analysts for final approval.
- Job Analysts will forward the agreed JAQ to the HR Department who will make arrangements for it to be assessed by an evaluation panel. They will not be part of the job evaluation panel
- A Panel of four trained evaluators, two management and two staff representatives will undertake evaluation. Analysts for the post will not be part of the panel. In order to avoid the cancellation of a Panel, it may proceed with 3 -5 members, subject to the agreement of the other panel members.
- The Human Resources Department will be responsible for making the necessary arrangements for the evaluation panel, including the provision of the job description/person specification and JAQ. Only where necessary seeking further information from the job analyst and or job holder / manager where the information is inadequate.
- Using the information provided, the Panel will complete the evaluation questionnaire on the IJES system, following the process set out in the JE Handbook. On completion of the questionnaire, the system will identify the points score and Pay Band.

**Job Description**

JOB TITLE:

BAND:

BASE:

**RESPONSIBLE TO:**

**ACCOUNTABLE TO:**

**CRB DISCLOSURE:** 'This post is subject to a Standard **or** Enhanced (**select one**) Criminal Records Bureau Disclosure' **or** 'This post does not require a CRB disclosure'

**INFECTION PREVENTION AND CONTROL:**

The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

**JOB SUMMARY:** (insert summary of the main responsibilities of the post)

*This should be two to three paragraphs maximum providing an overview of the post*

**DUTIES AND RESPONSIBILITIES**

(Insert here the duties and responsibilities for the role)

*These should not be written in AFC terminology and ensure reflects main duties of the post. This should contain sufficient detail to be used as evidence by matching panels and be in line with the requirements of the person spec to avoid jobs not matching i.e. where you are asking for a masters the duties should be equivalent*

**Additional information**

10. **Physical Effort**  
(insert what is applicable)
11. **Mental Effort**  
(insert what is applicable)
12. **Working Conditions**
13. **Emotional Effort**  
(insert what is applicable)

## **GENERAL REQUIREMENTS**

### **1. Quality**

Each member of staff is required to ensure that:

- a) The patient and customer is always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisations Values.

### **2. Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal.

### **3. Data Protection/Freedom of Information Acts**

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

### **4. Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

### **5. Equality & Diversity**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

### **6. Working Time Directive**

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

## **7. Harassment & Bullying**

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

## **8. External Interests**

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

## **9. Mandatory Training**

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

## **10. Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

## **11. Smoke-free Policy**

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

## **12. Safeguarding (do NOT change this section)**

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Vigorous recruitment checks are carried out on successful applicants who will be required to undertake Enhanced Disclosure via the Criminal Records Bureau (CRB).

**Person Specification**

POST:

BAND:

DEPARTMENT:

Job Requirements	Assessment	Weighting
<ul style="list-style-type: none"> <li><b>EDUCATION AND QUALIFICATIONS</b></li> </ul>		
<ul style="list-style-type: none"> <li><b>EXPERIENCE AND KNOWLEDGE</b></li> </ul>		

Job Requirements	Assessment	Weighted
<ul style="list-style-type: none"> <li><b>SKILLS AND ABILITY</b></li> </ul>		

KEY:

	Assessment
A	Application form/CV
I	Interview
R	References
All	All available data

	Weighting
E	Essential
D	Desirable

HR Team  
 Blackpool Stadium  
 Seaside Way  
 Blackpool  
 FY1 6JX  
 Telephone: 01253 306700  
 Email: [AgendaForChange@bfwhospitals.nhs.uk](mailto:AgendaForChange@bfwhospitals.nhs.uk)

### Review Form

This form is to be completed by the postholder(s) requesting a review following a job matching outcome. Please note, requests for a review must be submitted within three months of the date of the notification of the original matching outcome. Only one review is allowed under the scheme. The line manager needs to be aware and confirm that they are in support of the review and supporting evidence by signing the declaration at the end of the form.

Please provide as much information as you can **against the factors where you disagree**. Once complete, please scan and send this back to the email above. Incomplete forms will not be accepted for review.

**Full Name:** Please Print.....

**Job Title:** .....

**Place of Work:** .....

**Name of Line Manager:** .....

**Date:**.....

Factor	Level allocated	Level requested	Your evidence
1. Communications and Relationship Skills			
2. Knowledge, Training & Experience			



<b>3. Analytical &amp; Judgemental Skills</b>			
<b>4. Planning &amp; Organisational Skills</b>			
<b>5. Physical Skills</b>			
<b>6. Responsibility for Patient Care</b>			
<b>7. Responsibility for Policy/Service Development</b>			
<b>8. Responsibility for Financial &amp; Physical Resources</b>			
<b>9. Responsibility for Human Resources</b>			
<b>10. Responsibility for Information Resources</b>			

<b>11. Responsibility for Research &amp; Development</b>			
<b>12. Freedom to Act</b>			
<b>13. Physical Effort</b>			
<b>14. Mental Effort</b>			
<b>15. Emotional Effort</b>			
<b>16. Working Conditions</b>			

By signing the below I agree and support the above comments and resubmission of the post to be reviewed.

Manager's Name.....

Manager's Signature.....

Date .....

**JOB EVALUATION SIGN OFF SHEET****General Information:**

Job Title:	
Team:	
Division:	
Employee name:	
Line Manager's name:	
Line Manager's contact number:	
Please tick the relevant box below in relation to the job information submitted.	
Re-banding <input type="checkbox"/>	New Post <input type="checkbox"/>

**Re-banding Only:**

Both line manager and employee are in agreement that the attached Job Description, Person Specification and Organisation Chart are correct and fit the requirements of the service/division/department.

Employees signature:		Date:	
Line Managers signature:		Date:	

**Re-banding and New Posts:**

Both HRBP & line manager agree that the attached Job Description, Person Specification and Organisation Chart fit the requirements of the service/division and does not create any inconsistencies or equal pay concerns within the Trust.

HRBP signature:		Date:	
Line Managers signature:		Date:	

Comments: (if necessary)	
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Date submitted by line manager to Matching/Job Evaluation Administrator:	
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**Appeal**

**POST TITLE:** .....

**DEPARTMENT/DIRECTORATE:** .....

**Name of postholder(s):** .....

**Line Manager:**.....

An appeal must be submitted **within** six months of the banding/ evaluation outcome as per the national guidelines. The appeal is to be used when the postholder ascertains that due process has not been followed. It is not a process to express dissatisfaction with the banding outcome.

Please specify your grounds for appeal.