

National Joint Council for Local Government Services

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**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

21 June 2017

Dear Chief Executive,

**NJC JOB EVALUATION SCHEME:
NEW MODEL ROLE PROFILES for:
COMMISSIONING, FAMILY SUPPORT, HOME CARE, PUBLIC HEALTH,
RESIDENTIAL CARE, PRINCIPAL SOCIAL WORKER and
SUPPORT TIME RECOVERY**

1. Purpose of the Model Role Profiles

Please find attached new model role profiles that have been evaluated under the NJC Job Evaluation Scheme (NJC JES).

These profiles are advisory rather than prescriptive. They have been developed to help users of the NJC JES to achieve consistency, transparency and fairness in:

- Benchmarking roles which have not undergone job evaluation
- Helping employers who are reorganising these roles or dealing with grading queries and appeals
- Assisting councils in developing roles that fit local circumstances to ensure that they are evaluated appropriately
- Illustrating career pathways for staff

Users of other job evaluation schemes should be able to read the profiles across to their scheme.

2. NJC Model Role Profiles

The profiles evaluated by JETWG are:

COMMISSIONING PROFILES
Commissioning Support Assistant
Commissioning Support Officer
Commissioning Officer

Senior Commissioning Officer
Commissioning Manager

FAMILY SUPPORT WORKER PROFILES

Family Support Worker Entry Level
Family Support Worker
Family Support Worker Higher Level
Family Support Worker Team Leader

HOME CARE WORKER PROFILES

Home Care Worker Entry Level
Home Care Worker
Home Care Worker Team Leader

PUBLIC HEALTH PROFILES

Director of Public Health
Information Technician
Information Analyst
Information Analyst Specialist
Information Analyst Advanced
Information Analyst Principal

RESIDENTIAL CARE WORKER PROFILES

Residential Social Care Officer
Residential Social Care Officer Higher Level

SOCIAL WORKER PROFILE

Principal Social Worker

SUPPORT TIME RECOVERY WORKER

Support Time Recovery Worker Entry Level
Support Time Recovery Worker
Support Time Recovery Worker Higher Level

JETWG has amended and evaluated the profiles to cover both the paper and computerised ('Gauge'TM) versions of the scheme.

3. Content of the Model Role Profiles

The profiles comprise:

- The role title and the purpose of the role
- Responsibilities – split into key duties and additional duties that may also be undertaken
- Indicative knowledge, skills and experience
- The job evaluation assessment – each factor accompanied by relevant job information and level as assessed against the job evaluation factor plan

4. Use of NJC Model Role Profiles

These profiles **ARE**:

- Statements of typical roles with associated NJC factor evaluations
- Indicative evaluations of the job information described to allow employers and unions to compare their own evaluations with these generic ones

These profiles **ARE NOT**:

- Intended to replace existing job descriptions
- Requirements or recommendations on how employers should organise staff
- Intended as 'ready reckoners' that allows a read across from points' scores into grade boundaries. Pay structures are a separate issue

The NJC model role profiles should be regarded as **guidance** only. Job evaluation is conducted by individual councils and the job evaluation scores produced depend on local job descriptions, conventions, specifications and local application of the JE scheme. It is therefore possible for a job in one organisation to have a lower job evaluation score than an obviously similar job in another organisation. It is also possible for jobs with similar job evaluation scores to be on different salary scales in the different local authorities. This is the effect of local pay and grading structures.

3. GAUGE™

Jobs can be evaluated using software ('Gauge'™) provided by Pilat HR Solutions. The web-based software has incorporated all updates (as previously notified in July 2013) to the NJC's 13-factor scheme as agreed by JETWG. These updates include changes to the general factor guidance notes, and to the 'Help Text' attached to factors, which are used to help ensure consistency when job analysts are evaluating jobs using Gauge™.

Additionally, Pilat HR Solutions will add these model role profiles (evaluated under the NJC JES) to the Gauge™ website as a 'Source of Reference' for local authorities. Pilat clients will be able to 'read across' from job 'overviews' produced by web-based Gauge™ to the generic roles profiles produced by JETWG.

For further information on Gauge™ and any queries relating specifically to its operation (as opposed to general JE queries) please email Denis Crowe at dcrowe@pilat.com or visit www.pilat.com

4. Further Information

If you have any technical questions about using the model role profiles and model job evaluations please email Job_Evaluation_Enquiries@local.gov.uk for employer enquiries or njcjequeries@unison.co.uk for trade union enquiries.

Yours sincerely,

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