



Job Evaluation Scheme

Northumberland National Park Authority

INTRODUCTION

The Authority's Job Evaluation scheme, along with a pay structure, based on National Spinal Column points, was agreed and implemented in 2004. The National Agreement on Pay and Conditions of Service (The Green Book Scheme) was used alongside local definitions which were agreed by the Authority and Unison.

New posts are evaluated when there is not a direct comparison of job elsewhere in the Authority. Care must be taken when deciding whether or not there is a need to evaluate a new post. For example, Project Officers may be on different bands due to the nature and budgets involved. This decision as to whether a new post should be evaluated is made by the HR Officer in consultation with the Director of Finance and Resources.

The grade of a post is determined by a panel consisting:

- the HR Officer (except in the case of an appeal) and two others from the following list:
- Director of Finance and Resources
- Director of Business Development
- Director of Park Management
- Finance Manager
- Senior Finance Officer
- and a trained Unison evaluator (if a Unison rep is appointed by staff)

The full Job Evaluation Scheme is available here [job evaluation scheme](#)

LOCAL DEFINITIONS AND AGREEMENTS

These details are in addition to the national guidelines which are set out in the 'Green Book' and have been reached in agreement with the Unions.

Knowledge & Skills Factors

Knowledge

Distinguishing between levels 5 & 6 - A post which requires either a degree or equivalent or several years' experience in that discipline but not necessarily both would be assessed as level 5. A post which required both (inc. a greater breadth of knowledge) would be level 6.

Distinguishing between levels 6 & 7 - A post which requires the advanced theoretical, practical and procedural knowledge across a specialist area, and which needs a detailed knowledge of other specialist areas would be assessed as level 7 e.g. all Business Managers who need a detailed knowledge of 'management'.

Mental Skills

To attain level 5 in this factor a post would need to interpret varied and complex information to produce strategies over the long term. Def. 'varied' as in Business Managers responsible for one or several areas of work plus the 'wider management' of resources. Business

Managers with very varied and highly complex work can be assessed at level 6 e.g. Area Op's Managers.

Interpersonal and Communication Skills

In level 5 (b) where the impact of not **convincing** someone would have very serious consequences. Contentious information (5c) where contentious would mean the equivalent of a possible public enquiry.

Physical Skills

If the use of the keyboard is integral to the job then level 3 would apply. A post which is mainly based in the field and has very little or no requirement to use an IT system would score 2.

Initiative and Independence

A 'very broad' area of activity in level 7 should be used when assessing the number of specialist areas over which a post has initiative and independence and this includes the very broad area of 'management'. E.g. Business Managers.

Demand Factors

Physical Demands – no local definition

Mental Demands

Posts such as Business Managers are evaluated at Level 5, as are other posts where concentrating on e.g. figures or calculations is prolonged. Most other posts are assessed as level 4 with the exception of those assessed at level 3 who are not dealing with work related issues all of their working day.

Emotional Demands

Any post which regularly has face to face contact with the public would score level 2 as it would be reasonable to assume that during the course of a year the post would be expected to deal with angry or upset members of the public.

Responsibilities Factors

Under each of the responsibility factors the post can be assessed under the 'equivalent level of responsibility' i.e. policy development, advice or research responsibilities. This can be used on only one factor, this being the factor where the main focus of the post relates.

Responsibility for people

Implementing health & safety e.g. regularly carrying out risk assessments for site based work would score level 3 e.g. Rangers. Those who regularly carry out generic risk assessments for meetings or public consultations would score 2.

Responsibility for Supervision/Direction/Co-ordination of Employees

Numbers of staff - small group (up to 4), group (5 – 10) significant (11 – 15), substantial (over 15)

Number of workplaces - more than one workplace (2 – 4), several different workplaces (5 – 15) many different workplaces (over 15)

Judgement in this factor is based on the number of staff and no of workplaces rather than numbers of activity (specialisms).

Regular ongoing site management of contractors is reflected where it constitutes a significant and major part of job.

Responsibility for Financial Resources

The assessment was made on amount of discretionary budget where business managers are 'accountable' for expenditure and team members are 'accounting' for expenditure

Small (less than 10K), considerable (10 – 59K), (large 60 – 199K), v large (200 – 599K) extremely large (600K & over).

All staff who can sign up to £1K then 2c applies

Where a post is expected to generate funds which that post-holder will need to either be accountable for or account for, it should be evaluated as if those funds are already confirmed. Extreme care must be taken to ensure the expectation of income is reasonable and is based on discretionary budget.

Responsibility for Physical Resources

A large scale information system in level 5 would be the equivalent of the Authority's finance system

Working conditions – no local definitions

Specialist areas – examples include Ecology, Landscape Management, Archaeology, Historic Buildings, Agriculture, Ranger, ICT, HR, Finance, Member Services, Education, Community Development, Interpretation, Sustainability, Tourism, Marketing, Design, Communications, Property Management, Health & Safety, Access.

Trainee posts

All posts should be evaluated against the scheme and spinal points set out in this policy except certain trainee posts for example Apprenticeships. Please note this policy does not apply to existing staff undertaking Apprenticeship qualifications. They will continue on their allocated spinal point range / band.

Anyone joining the Authority as an Apprentice will be paid at least the national apprenticeship rates for the first year. After the first year, age related national minimum

wage applies. Any increases to this rate (based on research of other similar posts advertised) must be approved by the Director of Finance and Resources.

Short term traineeships may arise as part of national funding streams. If the funder sets the wage rate, the HR Officer will determine whether it is a true trainee position. If not, the post should be evaluated against this policy.