

Letter to SHA/Country Leads on Band 8/9 matching

Dear Colleague,

MATCHING JOBS TO PROFILES IN PAY BANDS 8 AND 9

A number of queries have arisen relating to the application of the rules when matching jobs to profiles in pay bands 8 and 9.

As with jobs in pay bands 1-7, each job matched to a pay band 8 profile comes out with an individual total score. Matching of two jobs with the same job title in the same organisation may therefore result in outcomes in different sub-ranges of pay band 8. For example, a Nurse Consultant or Chief Finance Manager job with 600 points comes out in pay band 8b, while a second with 650 points comes out in pay band 8c.

The matching outcome determines the pay range, that is, either 8b or 8c, but not both. There is no progression from pay band 8b to pay band 8c for the version of the job with total points in the range for 8b. Similarly, a job matched to a profile designated as band 8d-9 will either have a total score in band 8d or band 9 and there will be no progression from 8d to band 9.

In order to maintain the integrity of the scheme and to be consistent with the above, the Executive of Staff Council considered that the following should apply.

- A job will be a match if it falls within the range of that contained in the profile, e.g. a profile that is designated as band 8a-c will cover any job that matches at levels 8a, 8b and 8c, but not a job where the total score takes it into band 8d
- A job where the total score takes it outside the range of that contained in the profile will be a non-match requiring a local evaluation where there is no alternative profile

I hope that this makes the situation clear. Please disseminate this information to sites within your region.

Yours sincerely,

Reps Direct377.doc

REVIEWED PROFILES

As part of the review of the Job Evaluation scheme, existing profiles have been reviewed in the light of matching by Early Implementer sites. However, it was not possible to incorporate all of these reviewed profiles into the CAJE system in time for it going live on 4 January 2005.

A process has now been agreed to incorporate additional reviewed profiles into CAJE. The Executive of Staff Council requires that you follow the steps outlined below in order to maintain the integrity of the scheme.

- Reviewed profiles will be entered into the CAJE system and assigned to a job family (e.g. Nursing / Midwifery).
- The former profile will be assigned to the job family archive (e.g. XX Nursing Midwifery) and given a date after which no matches should be carried out
- All jobs which were previously matched to the former profile will remain matched to the archived profile.
- Any new jobs will be matched against the reviewed profile.
- Notification will be sent to all site administrators by Link informing them that the former profile has been replaced by the reviewed profile
- If the reviewed profile changes significantly from the former one, sites are required to revisit their outcomes as soon as possible to ensure that they are robust in the light of the review. This is particularly important where there are changes incorporated in the reviewed profile which may mean that a former non-match will become a match or possibly that the former match will become a non-match
- Sites are required to incorporate a review of all outcomes in the light of reviewed profiles into their longer term project plan