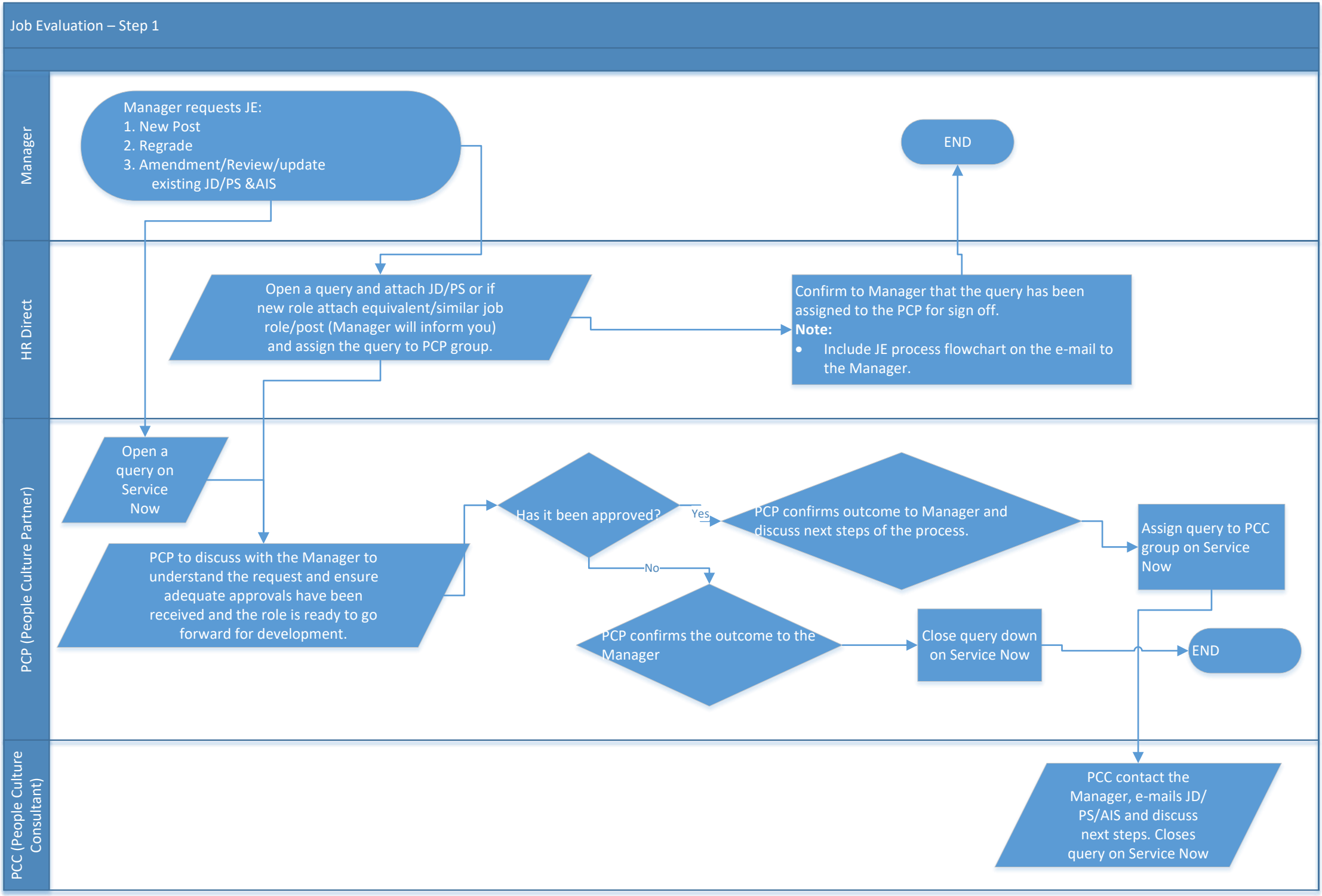
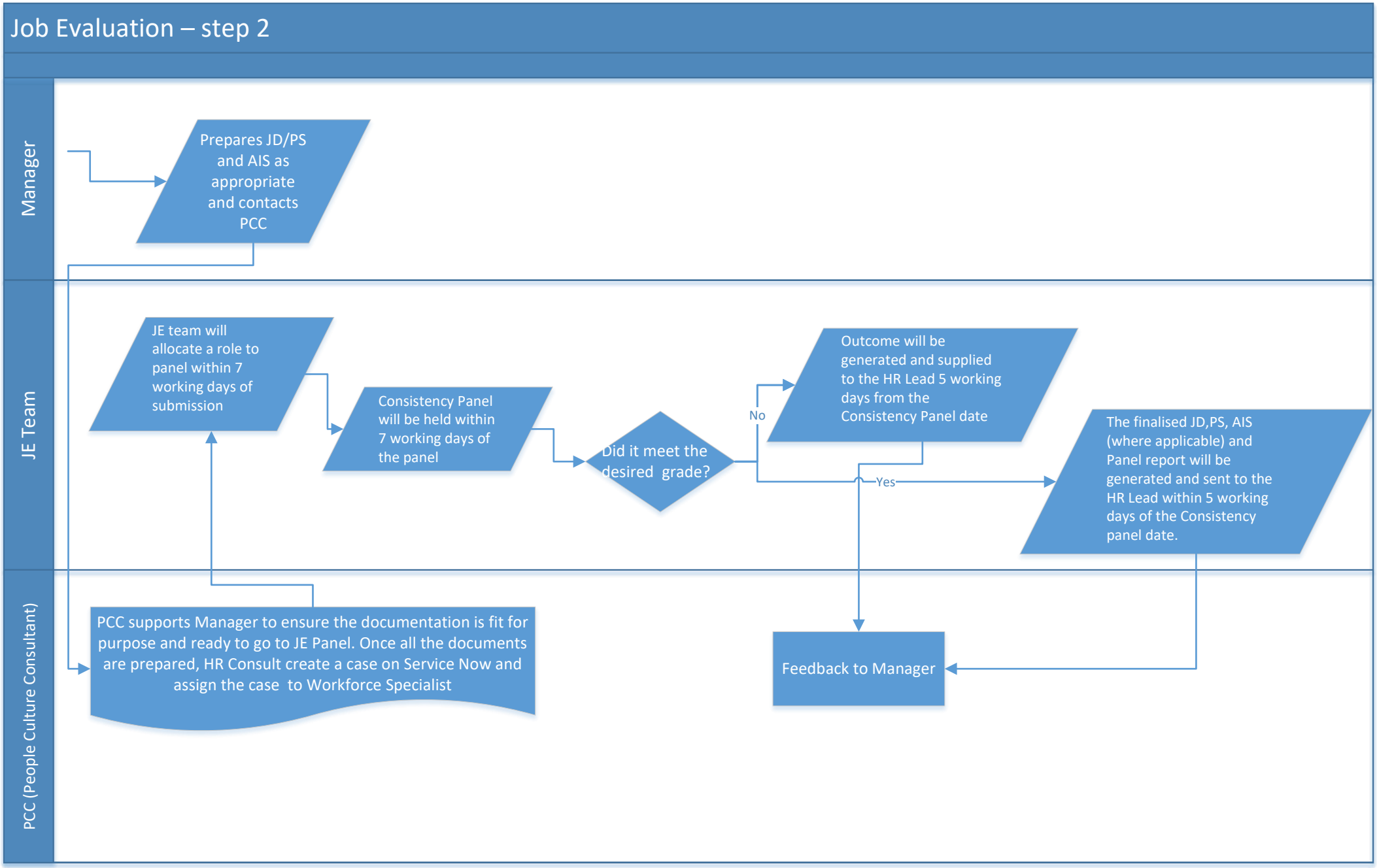

Job Evaluation – Step 1
Manager
HR Direct
PCP (People Culture Partner)
PCC (People Culture Consultant)
Manager requests JE:
1. New Post
2. Regrade
3. Amendment/Review/update existing JD/PS &AIS
END
Open a query and attach JD/PS or if new role attach equivalent/similar job role/post (Manager will inform you) and assign the query to PCP group.
Confirm to Manager that the query has been assigned to the PCP for sign off.
Note:
Include JE process flowchart on the e-mail to the Manager.
Open a query on Service Now
PCP to discuss with the Manager to understand the request and ensure adequate approvals have been received and the role is ready to go forward for development.
Has it been approved?
Yes
No
PCP confirms outcome to Manager and discuss next steps of the process.
Assign query to PCC group on Service Now
PCP confirms the outcome to the Manager
Close query down on Service Now
END
PCC contact the Manager, e-mails JD/ PS/AIS and discuss next steps. Closes query on Service Now


Job Evaluation – step 2
Manager
JE Team
PCC (People Culture Consultant)
Prepares JD/PS and AIS as appropriate and contacts PCC
JE team will allocate a role to panel within 7 working days of submission
Consistency Panel will be held within 7 working days of the panel
Did it meet the desired grade?
No
Outcome will be generated and supplied to the HR Lead 5 working days from the Consistency Panel date
Yes
The finalised JD,PS, AIS (where applicable) and Panel report will be generated and sent to the HR Lead within 5 working days of the Consistency panel date.
PCC supports Manager to ensure the documentation is fit for purpose and ready to go to JE Panel. Once all the documents are prepared, HR Consult create a case on Service Now and assign the case to Workforce Specialist
Feedback to Manager