# AGENDA FOR CHANGE JOB EVALUATION SUBMISSION FORM

This form must be used to submit posts for grading using the Agenda for Change (AfC) Job Evaluation Scheme.

The Service/Department must retain:

* A copy of the submission that lists the authorizing Manager / Head of Service / Director.
* A copy of the agreed job description(s) and all other job related evidence that is part of the submission must also be retained for reference by the Service / Department.

**SECTION 1: AUTHORIZATION**

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| When authorizing this submission Managers, Heads of Service and Directors are confirming that they:   1. Have read the submission content and understand and accept their responsibilities to ensure all information is accurate and reflects the requirements of the role as it is performed by the postholder(s). 2. Agree with all the information submitted for consideration. 3. Confirm that the job description has been agreed with the employee(s) and reflects the role to be carried out. 4. Confirm there has been discussion and agreement with staffside representatives as part of the process. 5. Have checked the submission to ensure that the job information provided, especially that related to qualifications, skills or experience reflects only that which is required for the post now or for recruitment. 6. Have checked that individual postholders’ qualifications, skills or experience that are not required for the post has not been included. | |
| **Authorizing Manager / Head of Service / Director**  **(name in block capitals)** |  |
| **Signed...................................................................** | **Date......................** |
| **Head of Human Resources (name in block capitals)** |  |
| **Signed...................................................................** | **Date......................** |
| **For Changed Jobs only:**  **Date when the postholder and manager agreed the job has changed:**  ***(Note: this will be used as the effective date of change if the pay band changes)*** | **Date......................** |

# SECTION 1A: SUBMISSION CHECKLIST: Changed Jobs

One of the aims of AfC is to allow NHS organizations to operate more flexibly by developing roles in partnership.

Where a post holder and their manager agree that the demands of the post have changed significantly, then a re-match or re-evaluation of the post needs to be carried out.

The process requires details of the changed job demands that have led them to believe there is a change in factor levels. These must be highlighted in the revised job description and summarized below.

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| The Head of Human Resources must send the submission form and all associated paperwork via email to the Job Evaluation Unit. Submissions must include: |
| 1. The original job description used in the job matching/evaluation process. 2. A copy of the matched job or evaluation report relating to the original job description and grading outcome 3. Revised job description, clearly showing additions and revisions 4. A full organizational chart showing the post to be graded 5. A note of any similar posts in the organization that may be comparators. |

# SECTION 1B: SUBMISSION CHECKLIST: New Jobs

This procedure should be used where a new role to the service has been created and there is no post holder in post. New jobs will need to be matched or evaluated in order that a pay band can be determined for recruitment purposes.

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| The Head of Human Resources must send the submission form and all associated paperwork via email to the Job Evaluation Unit. Submissions must include: |
| 1. The agreed job description to be used in the job matching/evaluation process. 2. A full organizational chart showing the post to be graded 3. A note of any similar posts in the organization that may be comparators. |

# SECTION 2: JOB DETAILS

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| Submission category(New or Changed job) |  |
| Job title |  |
| **Previous job reference** (for Changed Jobs as recorded on TURASJE – available from HR) |  |
| Current Pay Band(Changed Jobs only) |  |
| Date when last matched/evaluated |  |
| **Department** |  |
| **Service/Directorate/HSCP** |  |
| Number of postholder(s) |  |
| Department/service reference number (if used) |  |

**SECTION 3: SUMMARY OF CHANGES/ADDITIONS (FOR USE IN CHANGED JOB SUBMISSIONS ONLY)**

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| Briefly summarise the changes to the duties and responsibilities now being undertaken.  It may be helpful to use headings when describing the changes and then list these using bullet points. **Please do not copy all of the changes made to the job evidence and list these below. Use one or two sentences to describe these.**  Please indicate the sections of the job description that have been updated below.  ***Avoid the use of phrases and terminology from the Job Evaluation Scheme or national profiles in the submission and also in the job description document.*** | |
| **Section heading** | **Summary of job changes, additions, revisions** |
| *Example:*  *Main Duties, People Management* | *Example:*  *The postholder is now responsible for completing annual appraisals and personal development planning for a team of 4.* |
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# Section 4: JOB EVALUATION OUTCOME (completed by Job Evaluation Unit)

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| TURASJE Job reference |  |
| AFC Pay Band |  |
| National Profile used |  |
| Job Status |  |
| Consistency check completed on (date) |  |
| Date notified to Head of Human Resources |  |