JOB DESCRIPTION

Job Title	Senior Job Evaluation Analyst		
Directorate	HR & OD		
Reporting to	Total Pay & Reward Manager		
Grade	9		
Evaluation ref:	RP336	**Job Family ref:**	

Role Purpose

The Senior Job Evaluation Analyst provides senior technical support for the delivery of fair, consistent and evidence-based job evaluation within the Council's Pay & Reward Programme. Working within the NJC Job Evaluation Scheme and using Gauge, the postholder undertakes complex evaluation activity, supports quality assurance and contributes to a clear, defensible approach that helps reduce equal pay risk.

The role supports the consistent application of agreed local conventions and reviews analyst work across job families and services. As a senior technical resource within the programme team, the postholder provides advice to managers, HR colleagues, trade unions and Job Evaluation Analysts, referring matters with wider policy, employee relations, pay, governance or programme implications to the Total Pay & Reward Manager.

This is a time-limited programme role, appointed on a fixed-term or secondment basis. The postholder works with a high degree of technical judgement and responds to significant challenge and complexity, while operating within the programme priorities, controls and decision-making framework set by the Total Pay & Reward Manager. Formal accountability for the job evaluation service, policy, pay and grading decisions, stakeholder negotiations and programme governance remains with the manager.

Accountabilities

1. Undertake complex or sensitive job analysis and evaluation cases using the NJC Job Evaluation Scheme, applying the 13-factor methodology and agreed local conventions consistently and escalating exceptional or high-risk matters to the Total Pay & Reward Manager.
2. Coordinate the day-to-day work of Job Analysts and Job Information Officers in line with priorities and standards set by the Total Pay & Reward Manager, providing technical guidance, monitoring progress and raising capacity or delivery concerns.
3. Review evaluation records, evidence, factor rationales and Gauge outputs, identifying inconsistencies, evidence gaps, anomalies and potential equal pay risks, and supporting corrective action before outcomes progress through the agreed governance route.

4. Facilitate or support moderation activity by testing evaluation outcomes against job families, services, benchmark roles and organisational hierarchies, documenting areas of challenge and referring material inconsistencies for managerial or panel decision.
5. Provide specialist technical advice to managers, HR colleagues and trade unions on job evaluation methodology, evidence requirements, job documentation and evaluation processes, within agreed guidance and governance arrangements.
6. Contribute to the development, testing and maintenance of local conventions, guidance, templates and evaluation standards. Prepare recommendations for approval by the Total Pay & Reward Manager and support their consistent implementation.
7. Chair where authorised, or otherwise contribute to, job evaluation and moderation panels, quality assurance reviews, and appeal or review processes in accordance with the agreed programme governance framework.
8. Monitor evaluation quality, throughput, capacity and emerging risks, providing accurate analysis and practical recommendations to the Total Pay & Reward Manager to support programme oversight, resource planning and governance reporting.
9. Maintain complete and accurate audit trails for every evaluation, recording evidence, decisions, factor rationales, moderation comments and changes made during review.
10. Identify and escalate technical, equality, delivery or stakeholder risks arising from evaluation activity, suggest proportionate mitigations and track agreed actions. Matters affecting policy, pay structures, employee relations or programme direction remain for the Total Pay & Reward Manager.
11. Support defined workstreams within the job evaluation programme and contribute to documenting processes, embedding controls and preparing materials for transition into business-as-usual arrangements.

Knowledge / Experience / Qualifications / Skills

	Essential	Desirable
Knowledge		
Strong understanding of structured, factor-based job evaluation principles, including evidence analysis, factor interpretation, benchmark comparisons and the consistent application of scheme guidance and local conventions.	X	
Strong understanding of equal pay principles and equality risk management, including the importance of complete audit trails, consistent evidence standards and defensible job evaluation decisions.	X	
Understanding of local government pay and grading arrangements, organisational structures and workforce change processes, and how these factors affect job evaluation evidence, benchmarking and implementation.	X	

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Understanding of how job evaluation data and outcomes inform pay modelling, grade structure development and equal pay assurance, while recognising that final decisions on pay structures and policy sit within the Council's governance arrangements.	X	
Formal training in the NJC Job Evaluation Scheme or similar analytical job evaluation methodology		X
Experience		
Substantial practical experience of analysing and evaluating complex roles within a structured, factor-based job evaluation framework, including the preparation of clear evidence and factor rationales.	X	
Experience of quality assuring job evaluation records, evidence, factor rationales and system outputs, identifying inconsistencies, gaps and risks and providing clear corrective feedback.	X	
Experience of providing specialist technical advice to managers, HR colleagues, trade unions or senior stakeholders on complex job evaluation, job design or organisational change matters, including explaining evidence requirements, responding constructively to challenge and recognising when issues require managerial escalation.	X	
Experience of coordinating, allocating or quality assuring the work of others, providing technical guidance and raising delivery or performance concerns through the appropriate management route.	X	
Experience of using Gauge, Pilat or another job evaluation system to maintain records, document rationales and support quality assurance, or evidence of working with comparable digital systems and the ability to learn new tools accurately.		X
Experience of developing or applying local conventions, benchmark roles or moderation frameworks.		X
Experience of working constructively in a unionised environment, including explaining technical evidence, supporting joint working arrangements and responding professionally to challenge or disagreement.		X
Qualifications/Registrations/Certifications		
Degree-level qualification or demonstrable equivalent professional knowledge and experience relevant to job evaluation, reward, HR or organisational design.	X	
Evidence of relevant and current professional development in job evaluation, reward, HR or organisational design, demonstrating the ability to maintain and apply up-to-date technical knowledge.	X	

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CIPD qualification or equivalent professional accreditation.		X
Skills		
Strong analytical skills with the ability to interpret complex job information and make objective, evidence-based judgements.	X	
Ability to apply structured methodologies consistently and explain decisions clearly in written and verbal form.	X	
Ability to coach, guide and develop colleagues, including newly trained analysts, by providing clear technical feedback, supporting consistent judgement and addressing gaps in knowledge or practice.	X	
Ability to explain complex evaluation decisions clearly, facilitate constructive challenge and maintain effective working relationships with managers, HR colleagues, trade unions and analysts.	X	
Ability to maintain accurate records, scrutinise detailed evidence and apply quality assurance controls consistently, ensuring that decisions are transparent, traceable and defensible.	X	

Working Conditions

Dimensions of the role

Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Evaluation Date: 2/10/26