JOB DESCRIPTION

Job Title	Job Evaluation Analyst		
Directorate	HR & OD		
Reporting to	Total Pay & Reward Manager or Senior Job Evaluation Analyst		
Grade	10		
Evaluation ref:	RP337	**Job Family ref:**	

Role Purpose

The Job Evaluation Analyst is an experienced professional practitioner responsible for independently managing and delivering a varied portfolio of job evaluations, including complex and sensitive cases, and for supporting a fair, consistent and evidence-based approach across Somerset Council.

Working within the NJC Job Evaluation Scheme, agreed local conventions, technical guidance and the Council's job evaluation governance arrangements, the postholder analyses job information, applies the 13-factor evaluation methodology and produces clear, evidence-based evaluation outcomes and rationales.

The postholder holds professional accountability for the quality, accuracy and defensibility of allocated evaluations. Working with substantial autonomy, the Analyst examines and tests evidence, leads technical discussions, resolves routine and moderately complex issues, reaches objective conclusions and produces robust records capable of withstanding scrutiny, moderation, review and appeal.

The Job Evaluation Analyst works closely with Job Evaluation Information Officers, who coordinate evidence, maintain administrative records, monitor process stages and support document control. The Analyst uses the information provided to assess the job and identifies where clarification or further evidence is required.

The role acts as a credible technical adviser to managers, HR colleagues, employees and Trade Union representatives; leads the presentation and defence of allocated evaluations at panels and moderation; identifies patterns and emerging risks; and contributes evidence and professional insight to the development of guidance, benchmarks, local conventions and service improvements. The most complex, sensitive, disputed or precedent-setting matters are escalated to the Senior Job Evaluation Analyst or Total Pay & Reward Manager, who retain responsibility for final technical quality assurance, strategic decisions and the Council's wider job evaluation framework.

The postholder provides guidance to managers, employees, HR colleagues and Trade Union representatives on job evaluation evidence, methodology and individual evaluation outcomes. The role does not hold responsibility for job design,

pay policy, grade structure decisions, programme governance, equal pay risk ownership or the Council's wider job evaluation operating model.

Training, coaching and professional support will be provided to develop and maintain competence in the NJC Job Evaluation Scheme, Gauge, moderation processes, local conventions and associated evaluation standards.

Accountabilities

1. Job Analysis and Evaluation

- Undertake job analysis and evaluation of allocated posts using the NJC Job Evaluation Scheme, applying the 13-factor methodology, technical guidance, agreed local conventions and Council evaluation standards consistently.
- Analyse job descriptions, questionnaires, structure charts and other relevant evidence to establish the duties, responsibilities and requirements of the job.
- Assess whether job information is relevant, complete and sufficient to support an evidence-based evaluation.
- Identify unclear, incomplete, inconsistent or unsupported information and specify the clarification or additional evidence required.
- Ask appropriate and structured questions of managers, employees or other relevant stakeholders to establish factual information about the requirements of the job.
- Distinguish between the requirements of the job and information relating to the performance, capability, characteristics, workload or contribution of an individual postholder.
- Apply professional judgement objectively when interpreting evidence and determining proposed factor levels and scores.
- Prepare clear, concise and evidence-based rationales that explain how the available job information supports each evaluation decision.
- Ensure that evaluation conclusions are based on the role as required by the organisation and not on assumptions, job titles, existing grades, market rates or the personal characteristics of the postholder.
- Take primary professional ownership of complex allocated evaluations, determining the appropriate analytical approach and resolving issues within established methodology, conventions and governance; escalate only where a matter is highly sensitive, disputed, exceptional or potentially precedent-setting.

2. Evidence and Information Responsibilities

- Work with the Job Evaluation Information Officer to ensure that the evidence required for an evaluation has been identified and made available.
- Review evidence packs coordinated by the Job Evaluation Information Officer and confirm whether the information is analytically sufficient for evaluation.
- Clearly identify any additional evidence or clarification required, enabling the Job Evaluation Information Officer to coordinate requests and follow up outstanding information.
- Review information received in response to queries and determine whether it adequately addresses the identified evidence gap.

- Avoid taking over routine evidence collection, document administration, meeting coordination, reminder activity or casework monitoring that falls within the Job Evaluation Information Officer role.
- Refer persistent information gaps, disputed evidence or delays that could affect the integrity or timetable of an evaluation to the Senior Job Evaluation Analyst or Total Pay & Reward Manager.

3. Evaluation Records and Gauge

- Record or approve the professional and analytical content of allocated evaluations within Gauge, including proposed factor levels, scores, evidence references and evaluation rationales.
- Check that the analytical information entered into Gauge accurately reflects the evaluation undertaken and the evidence considered.
- Work with the Job Evaluation Information Officer to ensure that supporting documents, administrative records and relevant approvals are correctly linked to the evaluation record.
- Provide timely and accurate information to enable the Job Evaluation Information Officer to update case status, workflow trackers and routine management information.
- Ensure that changes made to proposed scores or rationales following moderation or quality assurance are clearly explained and recorded.
- Maintain a clear analytical audit trail showing the evidence considered, the professional judgement applied, the conclusions reached and the reasons for any subsequent changes.
- Follow agreed document control, data protection, information governance and record-retention requirements.

4. Moderation, Calibration and Quality Assurance

- Participate in job evaluation panels, moderation discussions, calibration exercises and quality assurance reviews as required.
- Present and explain evaluation conclusions and rationales clearly, identifying the evidence used to support the proposed outcome.
- Respond professionally and constructively to questions, challenge and alternative interpretations of the evidence.
- Consider relevant feedback and revise an evaluation where moderation or quality assurance identifies a supported reason for change.
- Compare proposed outcomes with relevant agreed benchmarks, completed evaluations, job-family information and organisational context to identify potential inconsistencies or anomalies.
- Refer apparent inconsistencies, significant anomalies, evidence disputes or matters that could create a wider precedent to the Senior Job Evaluation Analyst or designated quality assurance lead.
- Apply learning from moderation, calibration and quality assurance activity to future evaluations.
- Contribute examples and practical feedback to support the development or review of guidance, evaluation standards and local conventions.

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5. Stakeholder Guidance and Communication

- Explain the job evaluation process, evidence requirements and relevant stages clearly to managers, employees, HR colleagues and Trade Union representatives.
- Provide guidance on whether job descriptions and supporting information describe the job clearly enough for evaluation.
- Help stakeholders understand the distinction between job requirements, individual performance, workload pressures, employee characteristics and organisational preferences.
- Explain individual evaluation conclusions and factor rationales in clear and accessible language.
- Respond professionally and constructively to questions or challenge, referring unresolved, sensitive or potentially precedent-setting matters to the Senior Job Evaluation Analyst or Total Pay & Reward Manager.
- Support positive and collaborative working relationships with managers, HR colleagues, employees, Trade Union representatives and other stakeholders.
- Maintain impartiality and avoid advocating for a particular employee, manager, service area, grade or evaluation outcome.

6. Caseload and Programme Delivery

- Manage an allocated portfolio of job evaluations in accordance with the priorities, standards and timescales set by the Total Pay & Reward Manager or Senior Job Evaluation Analyst.
- Plan and organise analytical activity effectively, balancing timeliness with the need for accurate, properly evidenced and defensible evaluation outcomes.
- Keep the Job Evaluation Information Officer informed of progress, evidence requirements, completed analytical stages and issues affecting the case timetable.
- Alert the Senior Job Evaluation Analyst or Total Pay & Reward Manager where workload, complexity, evidence availability or emerging issues could affect delivery or quality.
- Contribute to organisational change programmes, restructures and workforce initiatives by completing allocated evaluations within agreed programme arrangements.
- Provide factual evaluation information and professional insight from allocated work to support reporting, workload planning and programme oversight.
- Identify recurring technical issues, evidence weaknesses or areas of inconsistent practice and refer them for further review.

7. Reviews and Appeals

- Support job evaluation review and appeal processes by examining the additional or disputed evidence relevant to the evaluation.
- Explain the original analytical reasoning and identify whether new evidence materially affects any factor assessment.
- Undertake re-evaluation activity where allocated and where this is consistent with the agreed review or appeal process.

- Prepare clear analytical information and rationales for consideration by the appropriate review, appeal or moderation body.
- Implement and record agreed evaluation changes following the authorised review or appeal decision.
- Refer complex, sensitive, disputed or potentially precedent-setting matters to the Senior Job Evaluation Analyst or Total Pay & Reward Manager.

8. Risk Identification and Escalation

- Identify and promptly escalate potential risks relating to evidence quality, inconsistent scheme application, evaluation integrity, equal pay, confidentiality, record keeping or non-compliance with agreed processes.
- Clearly document the issue, the available evidence and the potential technical implications when escalating a concern.
- Support the Senior Job Evaluation Analyst or Total Pay & Reward Manager by providing factual information and professional analysis required to assess the issue.
- Implement agreed actions arising from technical review, moderation, quality assurance or programme governance.

9. Continuous Improvement and Business-as-Usual Development

- Share practical learning from evaluation activity, moderation and stakeholder engagement to support continuous improvement.
- Identify recurring evidence problems, unclear guidance, process inefficiencies or areas where further training may be helpful.
- Contribute professional insight and examples to the development of guidance, templates, training materials and local conventions.
- Test or provide feedback on proposed processes, guidance and system improvements when requested.
- Apply approved changes to methodologies, standards, local conventions and working practices.
- Contribute evaluation knowledge, process feedback and properly documented records to support the transition to sustainable business-as-usual arrangements.

Knowledge / Experience / Qualifications / Skills

	Essential	Desirable
Knowledge		
Understanding of the principles of job analysis and structured, factor-based evaluation.	X	
Understanding of the importance of assessing the requirements of the job rather than the performance or characteristics of the postholder.	X	
Awareness of equal pay principles and the importance of consistent, objective and evidence-based job evaluation.	X	

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Understanding of the importance of moderation, calibration, quality assurance, governance and clear audit trails.	X	
Understanding of the different responsibilities involved in case administration, professional analysis, technical quality assurance and programme governance.	X	
Detailed knowledge of the NJC Job Evaluation Scheme or another analytical, factor-based evaluation methodology.		X
Understanding of local government pay and grading arrangements.		X
Awareness of the role of local conventions, benchmark jobs and moderation in supporting consistent evaluation outcomes.		X
Knowledge of job evaluation software or evaluation management systems.		X
Experience		
Experience of analysing complex written information and producing clear, evidence-based conclusions.	X	
Experience of testing information, identifying gaps or inconsistencies and seeking appropriate clarification.	X	
Experience of applying a structured methodology, framework or set of rules consistently.	X	
Experience of managing a portfolio or caseload of work with competing priorities and deadlines.	X	
Experience of working with a range of stakeholders and establishing effective professional relationships.	X	
Experience of preparing accurate written records, reports, recommendations or analytical rationales.	X	
Experience of undertaking job analysis or job evaluation within the NJC Job Evaluation Scheme or another structured, factor-based methodology.		X
Experience of preparing factor assessments and written evaluation rationales.		X
Experience of participating in job evaluation panels, moderation, calibration or quality assurance activity.		X
Experience of working constructively in a unionised environment.		X
Experience of working in local government or another large and complex organisation.		X
Experience of supporting organisational change, workforce or restructuring activity.		X
Qualifications/Registrations/Certifications		
Educated to degree level or able to demonstrate equivalent substantial professional knowledge and experience in job evaluation, reward, HR, organisational design or another relevant analytical discipline.	X	

Formal training in the NJC Job Evaluation Scheme or a comparable factor-based evaluation methodology.		X
Evidence of relevant professional development in job evaluation, HR, reward, organisational design or a related discipline.		X
Skills		
Strong analytical skills, with the ability to evaluate evidence objectively and apply structured methodologies consistently.	X	
Ability to distinguish fact from opinion, unsupported assertion or performance-related information when reaching conclusions.	X	
Ability to exercise professional judgement, remain impartial and identify when escalation is required.	X	
Strong communication skills, including the ability to ask effective questions, explain decisions clearly and produce concise evidence-based reports.	X	
Strong organisational and attention-to-detail skills, including the ability to maintain accurate, traceable records and manage an allocated workload.	X	
Competent use of Microsoft Office and business systems, with the ability to maintain confidentiality and handle sensitive information appropriately.	X	
Ability to present and explain analytical conclusions in a panel or moderation setting.		X
Ability to review outcomes against relevant benchmarks and identify potential inconsistencies.		X
Ability to manage a high volume of analytical work without compromising evidence standards or accuracy.		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