JOB DESCRIPTION

Job Title	Job Evaluation Information Officer		
Directorate	HR & OD		
Reporting to	Total Pay & Reward Manager or Senior Job Evaluation Analyst		
Grade	13		
Evaluation ref:	TR0321	**Job Family ref:**	

Role Purpose

The postholder provides specialist programme coordination, information assurance and stakeholder support for the Council's NJC job evaluation programme. The role is critical to the timely and controlled delivery of a large-scale, high-profile programme, taking ownership of the planning, coordination and quality of the information required to move jobs through evaluation, quality assurance, moderation and appeals.

Working with Senior Job Evaluation Analysts, Job Analysts, programme leads, managers, employees, HR colleagues and Trade Unions, the postholder establishes forward plans, coordinates complex evidence requests, tests the completeness and consistency of submissions and resolves information gaps. The role uses judgement to prioritise activity, identify dependencies and risks, provide clear advice on process requirements and ensure that robust records and management information support programme governance and defensible decision-making.

Accountabilities

1. Develop and maintain detailed forward plans for job evaluation activity, coordinating interdependent tasks, milestones, resources, stakeholder input and deadlines across multiple workstreams.

2. Lead the collection, organisation and assurance of complex job evidence, including job descriptions, organisational structures, questionnaires, business context, sign-off records and supporting documentation.

3. Review submissions critically against agreed requirements, identify omissions, inconsistencies or conflicting evidence and work directly with stakeholders to secure clarification or corrective action before evaluation progresses.

4. Act as a key point of contact for managers, employees, HR colleagues and Trade Unions, explaining programme requirements, agreeing realistic timescales, coordinating engagement and managing sensitive or challenging enquiries professionally.

5. Maintain oversight of the end-to-end workflow, using judgement to prioritise activity, anticipate dependencies and escalate material risks, delays, non-compliance or capacity pressures with recommended actions.

6. Coordinate the preparation and quality checking of documentation for evaluation activity, quality assurance, peer review, moderation, governance and appeals, ensuring decision-makers receive accurate and complete information.

7. Own the integrity of records held in Gauge and associated programme systems, applying consistent controls for data quality, document management, version control, confidentiality and retention.

8. Design and produce programme trackers, progress reports, forecasts and management information, analysing trends and exceptions to support workload planning, assurance and senior governance reporting.

9. Maintain clear and defensible audit trails for each job, including evidence received, stakeholder engagement, decisions, approvals, actions and outstanding issues.

10. Identify recurring barriers and control weaknesses, recommend improvements and support the development and implementation of standard operating procedures, guidance, templates and programme controls.

Knowledge / Experience / Qualifications / Skills

	Essential	Desirable
Knowledge		
Good working knowledge of programme or project coordination principles, including planning, dependencies, risk management, governance and reporting.	X	
Working knowledge of job evaluation, pay and grading, HR processes or a comparable regulated decision-making framework, with the ability to develop detailed technical knowledge quickly.	X	
Understanding of the importance of evidence quality, consistency, auditability, confidentiality and data protection in high-impact people processes.	X	
Understanding of effective stakeholder engagement in a complex organisational and employee-relations environment.	X	
Knowledge of local government structures, NJC job evaluation or Trade Union consultation arrangements.		X
Experience		
Significant experience of coordinating complex activity within a large programme, project, HR, reward or corporate environment.	X	
Experience of developing plans, managing interdependent deadlines and maintaining oversight of a substantial and changing workload.	X	

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Experience of gathering, reviewing and assuring complex information from multiple sources, resolving gaps and presenting a reliable evidence base for decision-making.	X	
Experience of building effective working relationships and coordinating engagement with managers, employees, professional colleagues and representative bodies.	X	
Experience of producing accurate management information, progress reports and audit records for programme or governance purposes.	X	
Experience of supporting a large-scale job evaluation, pay, organisational change or workforce transformation programme.		X
Experience of using Gauge, case-management systems, HR systems or programme-management tools.		X
Qualifications/Registrations/Certifications		
Relevant Level 3 qualification, or equivalent experience gained in programme coordination, project support, HR, reward, governance or information management.	X	
Evidence of continuing professional development relevant to programme delivery, stakeholder engagement, data or HR practice.	X	
Qualification or training in project support, HR, job evaluation, data analysis or business administration.		X
Skills		
Highly developed planning and organisational skills, with the ability to coordinate complex and competing priorities with limited supervision.	X	
Strong analytical and quality-assurance skills, including the ability to test evidence, identify inconsistencies, understand dependencies and assess the implications of gaps or delay.	X	
Excellent written and verbal communication skills, with the confidence to explain requirements, challenge incomplete information constructively and influence stakeholders to meet programme timescales.	X	
Sound judgement and problem-solving ability, including knowing when to resolve an issue directly and when to escalate significant risks or decisions.	X	
Advanced ability to use spreadsheets, reporting tools, shared systems and information-management processes to control and communicate programme activity.	X	
Working Conditions		
Dimensions of the role		

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Working Arrangements
Somerset Council's Dynamic Working Strategy will be applied to this position.
Corporate Accountabilities
• Understand, uphold, and promote 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. 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