



Job Evaluation Advisor

Reports to:	Senior HR Lead – Pay, Policy & Projects		
Department:	HR & OD	Grade:	PO1
DBS Status:	None	Politically restricted:	No

Job Purpose:

Responsible for assessing and evaluating roles across the organisation to ensure fair, consistent, and equitable grading and pay structures. The role involves analysing job content, responsibilities, and requirements using recognised job evaluation frameworks, providing expert advice to managers and HR, and supporting compliance with pay policy/structures, equality, and governance standards.

Values

Collaborate proactively.
Lead inclusively.
Embrace change.
Be bold and curious.
Celebrate and share our success.

Job specific roles and responsibilities

1. Evaluate and grade jobs in line with the Council's approved job evaluation scheme and pay framework.
2. Analyse job descriptions to assess duties, responsibilities, skills, and accountability.
3. Provide expert advice to managers and HR on job evaluation scheme, job evaluation outcomes, grading structures, and role design.
4. Support organisational change by working with HR Business Partner and managers to review current structures, analyse new proposal, and help deliver smooth, effective organisational change.
5. Work with HR Business Partners to support fair and consistent ringfencing and assimilation decisions during organisational change.
6. Support the development, review, and maintenance of accurate job descriptions and person specifications.
7. Ensure job evaluation processes comply with equal pay legislation, pay transparency requirements, and good governance principles.
8. Maintain accurate databases and records of all job evaluations, decisions, and supporting documentation.
9. Prepare clear written rationales and scoring documentation to support evaluation outcomes.
10. Support and contribute to pay audits, equal pay reviews, and related reporting activity.
11. Respond to job evaluation appeals and re-evaluation requests in line with agreed procedures.
12. Maintain robust audit trails to support internal and external scrutiny.

Contribute to policy development, pay and grading reviews, and wider workforce and organisational projects as required.

15. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
16. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Understanding of job evaluation methodologies and pay frameworks (e.g., NJC, Hay, or local schemes).
2. Knowledge of local government structures, roles, and governance principles.
3. Awareness of equal pay legislation, employment law, and relevant HR policies.
4. Professional HR qualification (e.g., CIPD Level 5 or above).

Experience

5. Proven experience in job evaluation, role analysis, or grading within a local government or public sector context.
6. Experience of preparing and maintaining accurate records, databases, and audit trails.
7. Experience supporting pay audits, equal pay reviews, or similar workforce projects.
8. Experience providing advice to managers or HR teams on job evaluation, grading, or role design.

Skills and Abilities

9. Strong analytical skills with attention to detail and accuracy.
10. Excellent written and verbal communication skills, able to explain complex evaluation outcomes clearly.
11. Ability to work independently and manage multiple projects and priorities.
12. Proficient in using HR systems and Microsoft Office, including databases and spreadsheets.
13. Strong interpersonal skills with the ability to build effective working relationships across all levels of the organisation.
14. Commitment to maintaining confidentiality, integrity, and good governance in all activities.

Within reason these key deliverables may evolve to meet service need, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs