



[Diagram description](#)

## Diagram description

Description: The figure is a flow chart with 24 labelled boxes linked by arrows and describes the Job Evaluation process.

At each step, the arrows point forward to one or more boxes. Some steps have options for the next steps.

1. Manager identifies requirements for change to job/structure and gets relevant authorisation.
  - a. Forward to Manager initiates contact with HRBP to discuss change.
2. Manager initiates contact with HRBP to discuss change.
  - a. Forward to HRBP discusses with manager.
3. HRBP discusses with manager.
  - a. Forward to Can local assessment criteria be applied.
4. Can local assessment criteria be applied?
  - a. Forward to Yes.
  - b. Forward to No.
5. Yes, local assessment criteria can be applied.
  - a. HRBP ask manager to submit JPP showing any changes.
  - b. Forward to HRBP assess in line with local assessment criteria.
6. HRBP assess in line with local assessment criteria.
  - a. Forward to Is this a potential restructure/review or has cross department impact?
7. No, local assessment criteria cannot be applied
  - a. Forward to Is this a potential restructure/review or has cross department impact?
8. Is this a potential restructure/review or has cross department impact?
  - a. Forward to Yes.
  - b. Forward to No.
9. Yes, this is a potential restructure/review or has cross department impact
  - a. Forward to HRBP submits request.
10. No, this is not a potential restructure/review or has no cross department impact.
  - a. Forward to Manager prepares JPP(s), structure charts(s), request forms(s) and discusses with HRBP.
11. HRBP submits request to [job.evaluation@derbyshire.gov.uk](mailto:job.evaluation@derbyshire.gov.uk) and invites Pay and Reward to planning meeting with manager.
  - a. Forward to Pay and Reward advise next steps.
12. Pay and Reward advise next steps.
  - a. Forward to Manager prepares JPP(s), structure charts(s), request forms(s) and discusses with HRBP.
13. Manager prepares JPP(s), structure charts(s), request forms(s) and discusses with HRBP.
  - a. Forward to HRBP submits to [job.evaluation@derbyshire.gov.uk](mailto:job.evaluation@derbyshire.gov.uk) once fully completed.
14. HRBP submits to [job.evaluation@derbyshire.gov.uk](mailto:job.evaluation@derbyshire.gov.uk) once fully completed.
  - a. Forward to Pay and Reward reviews to confirm all information provided.
15. Pay and Reward reviews to confirm all information provided.
  - a. Forward to More information required?
16. More information required?
  - a. Forward to Yes.
  - b. Forward to No.
17. Yes, more information is required then Pay and Reward refer to HRBP to provide information or schedule meeting with manager. Pay and Reward and HRBP meet to obtain additional information, Pay and Reward review and add to Job Evaluation Request Form and provide advice as required.
  - a. Forward to Is joint (Trade Union) JE Panel required (Cross department changes, no benchmark match or new jobs)?
18. No, more information is not required.
  - a. Forward to Is joint (Trade Union) JE Panel required (Cross department changes, no benchmark match or new jobs)?
19. Is joint (Trade Union) JE Panel required (Cross department changes, no benchmark match or new jobs)?

- a. Forward to Yes.
  - b. Forward to No.
20. Yes, joint (Trade Union) JE Panel required.
- a. Forward to Send information to panel members.
21. Send information to panel members.
- a. Forward to Panel meets and carries out valuation / relativities assessment.
22. Panel meets and carries out valuation / relativities assessment.
- a. Forward to Email outcome to HRBP and manager attaching JPP submitted and Pay and Reward update records and save documents.
23. No, joint (Trade Union) JE Panel is not required. Pay and Reward evaluates / carries out relativities assessment.
- a. Forward to Pay/Reward moderates and confirms outcome.
24. Pay/Reward moderates and confirms outcome.
- a. Forward to Email outcome to HRBP and manager attaching JPP submitted and Pay and Reward update records and save documents.
25. Email outcome to HRBP and manager attaching JPP submitted and Pay and Reward update records and save documents.
- a. Forward to Process End.
26. Process End.
- a. Forward to Refer to Restructure / People Change, Recruitment / Minor Variation, or Change to employee Terms and Conditions processes.
27. Refer to Restructure / People Change, Recruitment / Minor Variation, or Change to employee Terms and Conditions processes.