

Job Evaluation and Grading

Recruitment and Career Development

Overview

This section describes the British Council's system of job evaluation, which is used to assign a pay band to all jobs filled by UK-appointed and country-appointed staff. It covers the following guidance and procedures:

For more information on how pay bands operate, see Pay Policy.

Audience

This section applies to all UK-appointed and country-appointed staff.

Responsibilities

Pay and Employment Relations (PER) administers the Job Evaluation and Grading Support (JEGS) system and is responsible for promoting the standard use of job evaluation throughout the British Council globally.

Policy

The aim of job evaluation is to provide a systematic, fair and consistent means of measuring the relative value of jobs in the British Council which:

- ensures that internal parity and consistency is maintained between jobs in the British Council
- underpins a payment system which is transparent and within which work of equal value receives equal pay, regardless of sex, ethnic origin, disability, sexual orientation, religious belief and age.

Job and Evaluation Grading Support (JEGS) System

To ensure a systematic, fair and consistent approach to job evaluation, the British Council use a computerised job and evaluation grading support (JEGS) system. The JEGS system is a UK Civil Service job evaluation scheme, used to measure the value of a job and establish the relative position of posts in a job hierarchy. It is a comparative process:

- comparing jobs against other jobs
- measuring jobs against defined standards
- comparing the degree to which an element is present in different jobs.

Job evaluation measures jobs, not job-holders.

Note: JEGS does not measure performance, loading (that is, the volume of work), or directly determine pay.

Core standards

Although evaluating jobs is an analytical process, there is always a degree of subjectivity which is why we use systems like JEGS to try to ensure fairness, consistency and reliability when making decisions. For this reason, all trained JEGS analysts adhere to a set of core standards as described in Evaluating a Job. Adhering to these standards in the JEGS system:

- ensures transparency and consistency
- maintains credibility
- creates an audit trail of evidence to substantiate JEGS grading decisions.