AGENDA FOR CHANGE EVALUATION OF NEW POST PROCESS MAP This procedure should be used where a new role to the service has been created and there is no post holder in post. New jobs will need to be matched or evaluated in order that a pay band can be determined for recruitment purposes. Postholder Line Manager The Line Manager initiates the Line Manager/ Line Manager identifies new post Recruitment asked to be Process. and drafts job description which is any questions the agreed with local panel may have. Any such questions representative. The job description Trade Union Rep would be asked by telephone/email so should be in the agreed AfC format. that panel anonymity is maintained. The JE Coordinator notifies the Line particularly if new job description is The Line Manager submits based on an existing job or if H Manager of the Line Manager will the job description to tsh.jobevaluation@nhs.scot guidance required on similar job descriptions that may exist in other be notified of the panel date. confirms the band. departments or National Profile **AFC Panel** desk top evaluate the Job Description The outcome is submitted to the next available Consistency Panel

The Panel either agrees the outcome or refers queries or

inconsistencies back to JE Coordinator.

No/query

Yes

Consistency