**Job Description – Job Analyst**

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| **Job Details** | |
| **Grade** | 4 |
| **Number of Posts** | 2 |
| **Department** | Human Resources |
| **Reporting to** | HR Business Partner – Job Evaluation |

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| **Who Are We?** |
| We are Birmingham Children’s Trust.  ‘Working Together to make Birmingham the greatest city to grow up in.’  The sole purpose of Birmingham Children’s Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.  Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.  Birmingham Children’s Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.  **Our Vision:**  Our vision is to build a Trust that provides excellent social work and family support for and with the city’s most vulnerable children, young people and families.  **Our Values:**    ONE **T**EAM                        ACCOUNTABILITY AND **R**ESPONSIBILITY                                                              Q**U**ALITY AND INNOVATION                                                RELATION**S**HIPS                                        HIGH SUPPOR**T** HIGH CHALLENGE |

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| **Key Responsibilities** |
| To support Birmingham Children’s Trust’s Equal Pay Programme by conducting structured job analysis across a broad range of roles within children’s services. The role works collaboratively with stakeholders to ensure the consistent and fair application of job evaluation methodologies, contributing to the Trust’s commitment to transparency, equity and compliance with equal pay legislation.  **Key responsibilities include:**   * Conduct structured job analysis, using key information, across a range of roles within the Trust, including social care, residential and corporate support services. * Participate in job evaluation exercises, ensuring consistent application of recognised methodologies (e.g. NJC and JNC). * Gather and analyse accurate job-related information through document reviews, workshops and stakeholder engagement to support objective evaluation outcomes. * Prepare clear and comprehensive job data to inform grading decisions and ensure compliance with equal pay legislation. * Oversee the full job evaluation process ensuring compliance and completion in a timely manner * Assist in the implementation of HR policies and procedures related to job evaluation and pay equity. * Contribute to maintaining a fair and transparent pay structure aligned with the Trust’s commitment to equality, diversity and inclusion. * Identify, challenge and escalate potential risks or inconsistencies relating to pay inequality. * Ensure clear understanding and provide guidance and support to managers and employees on the job evaluation process, including its link to equal pay. * Deliver excellent customer service to internal and external stakeholders, including our recognised trade unions. * Record and maintain confidential and accurate data from job analysis and evaluation activities. * Assist in the preparation of HR reports, documentation and project updates as required. * Support internal training and development initiatives to embed consistent job evaluation practices. * Participate in HR projects and contribute to continuous improvement of job analysis tools, processes and practices. * Work collaboratively with HR colleagues and wider teams to achieve programme goals and deliver high-quality outcomes. * Partake and support in HR projects and initiatives such as wellbeing, EDI events. * Promote and advocate EDI in all aspects of HR, escalating any concerns if required. * Undertake any other work appropriate to the level and general nature of the post’s  duties. |

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| **Key Information** | |
| Is a Safeguarding Check needed? | * Not Applicable |
| Will this position have Line Manager Responsibility? | * Not Applicable |

**Person Specification**

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| Essential Criteria | | |
| Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation | | |
| Qualification | AF/Q | CIPD Level 5 qualification in Human Resources (or equivalent experience), or currently working towards the qualification. |
| Experience | AF/I | Demonstrable experience working within a diverse organisation, supporting large-scale HR transformation programmes. |
| Knowledge | AF/I | Proven knowledge of HR practices and principles, or a strong understanding of job evaluation methodologies (e.g. NJC, JNC), equal pay legislation and its application within a public sector context. |
| Competency | AF/I | Excellent communication skills, both written and verbal, with the ability to engage effectively with employees at all levels and liaise confidently with trade unions. |
| Competency | AF/I | Experience in delivering both virtual and in-person training sessions and workshops within a multifaceted organisational environment. |
| Competency | I | Strong problem-solving abilities, with a high level of accuracy and attention to detail. |
| Competency | I | Ability to analyse, interpret and present complex information clearly and objectively to a range of stakeholders |
| Competency | I | Exceptional organisational and time management skills, with the ability to manage competing priorities and meet tight deadlines. |
| Competency | I | Ability to challenge and escalate where required. |
| Other | AF/I | Willingness and ability to travel to various Trust sites |

**At Birmingham Children’s Trust, we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure the Trust is a place for people to be their best, authentic selves.** As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported. Candidates who inform us of a disability on their application form, who meet the essential criteria will be shortlisted for an interview. The Trust is committed to Safer Recruitment practices, further information can be provided on request.