**Job Description**

**Job Evaluation Co-Ordinator**

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| Job Details | |
| **Grade** | 3 |
| **Number of Posts** | 1 |
| **Department** | Human Resources |
| **Reporting to** | People Partner – Job Evaluation |

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| Who Are We? |
| Birmingham Children’s Trust employs circa. 1,900 staff and has an operating budget of approx.  £270m per annum.  Local population: circa 1,100,000   * 32.4% of children are living in poverty (against an England average of 20%) * Infant mortality is significantly higher than the average (in Birmingham it is 6.7 per 1,000 live births compared to the England average of 4.1 per 1,000)     Our Vision for 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.    ‘We give our best, so young people achieve their best’  Our Values:  ONE **T**EAM  ACCOUNTABILITY AND **R**ESPONSIBILITY  Q**U**ALITY AND INNOVATION  RELATION**S**HIPS  HIGH SUPPOR**T** HIGH CHALLENGE    Birmingham Children’s Trust Leadership team comprises four Executive Directors; Chief Executive,  Director of Practice, Director of Commissioning & Corporate Parenting and Director of Finance & Resources who are responsible for leading and managing the Trust to be an autonomous and high performing organisation, ensuring services are aligned to deliver the Trust’s strategic objectives, business plan and for providing expert advice to the Board. |

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| **Portfolio Responsibilities** |
| This role is pivotal in embedding a consistent, transparent and timely job evaluation process across the Trust, ensuring compliance with equal pay legislation and organisational standards.  The Job Evaluator Coordinator supports Birmingham Children’s Trust’s Equal Pay Programme by leading the coordination and administration of the in-house job evaluation process. The role ensures timely stakeholder engagement, accurate documentation, and robust tracking. |
| **Key Responsibilities** |
| * Lead the coordination of new role submissions, ensuring documentation is complete and aligned with evaluation standards. |
| * Share process guidance with managers and schedule initial meetings to support role evaluation readiness. |
| * Track and monitor job evaluation requests, maintaining accurate records and updating internal systems. |
| * Notify Job Analysts of new submissions and offer optional consultation sessions to support document preparation. |
| * Liaise with stakeholders to ensure smooth coordination of meetings, including clarification sessions and moderation panels. |
| * Organise, support and document sensitive meetings in the appropriate manner, producing outputs in a timely way. |
| * Ensure the full range of complex data is accurately and securely maintained and retrieved, including the provision of accurate management information. |
| * Resolve submission issues independently, applying policy knowledge and escalating only where necessary. |
| * Champion continuous improvement by identifying process gaps and proposing solutions. |
| * Interact sensitively, professionally and maintain confidentiality when dealing with colleagues and customers. |
| * Own the finalisation process by updating systems, notifying stakeholders, and ensuring seamless transition to recruitment. |
| * Deliver excellent customer service to internal stakeholders, including managers, HR colleagues and trade union representatives. |
| * Assist in the preparation of reports and updates related to job evaluation activities. |
| * Ensure compliance with confidentiality and GDPR. |
| * 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? | Dropdown Options:  **Not Required**  Or   |  |  |  |  | | --- | --- | --- | --- | |  | **Children** | **Adults** | **Children and Adults** | | Basic |  |  |  | | Enhanced |  |  |  | |
| Will this position have Line Manager Responsibility? | Dropdown Options:   |  | | --- | | Yes | | No | |

**Person Specification**

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| **Essential Criteria** | | |
| Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview;  P = Presentation; Q = Qualifications | | |
| **CRITERIA** | **Method of Assessment (M.O.A)** | ESSENTIAL |
| Qualifications | AF/Q | CIPD Level 3 qualification in Human Resources (or equivalent experience), or currently working towards the qualification. |
| Experience | AF/I | Experience in HR administration or coordination within or large organisational setting. |
| Experience | AF/I/E | Experience of managing conflicting priorities and organising own workload. |
| Experience | AF/I | Experience of handling and processing manual or computerised information. |
| Experience | AF/I | Good understanding of customer service from working in customer-facing environments. |
| Knowledge | AF/I | Understanding of HR processes, equal pay principles, and the importance of fair and transparent job evaluation. |
| Skills | AF/I/E | Strong organisational skills with the ability to manage multiple tasks and meet deadlines. |
| Skills | AF/I | Excellent communication and interpersonal skills, with the ability to liaise confidently Skills - with stakeholders at all levels. |
| Skills | AF/I/E | Ability to independently interpret and analyse information and facts to solve varied problems. |
| Skills | AF/I | Ability to communicate complicated or sensitive information with varied audiences in person and/or in writing. |
| Skills | AF/I | Ability to use own initiative to respond independently to unexpected situations. |
| Training | AF/I | Evidence of willingness for continuous professional development. |
| Other | AF/I | Willingness and ability to travel to various Trust sites. |

**At Birmingham Children’s Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**