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COURSE BROCHURE

Advanced Strategic Job Evaluation and Role Analysis Programme

30 August – 10 September 2027
Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

Advanced Strategic Job Evaluation and Role Analysis Programme

Ref: 1710_62726 **Date:** 30 August – 10 September 2027 **Location:** Dar es Salaam **Fees:** 9500 GBP

Strategic Job Evaluation and Role Analysis is a 2-week advanced training course for reward managers, HR business partners and organisation design leads, who build an organisation-wide grading framework with its job-size model. Restructuring, pay transparency expectations and new hybrid roles are pushing organisations to explain why each role sits where it does. Jupiter Prime Training offers this course for practitioners who must defend every grade decision.

Why Strategic Job Evaluation and Role Analysis Matters Now

Three forces shape job sizing today. Employees and works councils expect pay transparency and ask how grades are set; boards want headcount budgets tied to a coherent grade structure; and digital, project and matrix roles blur the lines older job families relied on. An organisation that sizes roles consistently can explain pay gaps, plan promotions and price new roles quickly. One that grades by negotiation accumulates anomalies, equal-pay exposure and costly red-circled salaries. The course rests on analytical point-factor evaluation, the principle of equal pay for work of equal value, and job architecture built on families, functions and career levels.

Who Gains Most from Strategic Job Evaluation and Role Analysis

- Reward specialists who run evaluation panels and maintain grade structures
- HR business partners who handle regrading requests and role changes from line leaders
- Organisation design leads who reshape spans, layers and reporting lines
- Workforce planners who translate grades into headcount and salary budgets
- Internal auditors and finance partners who test pay structure consistency

A reward function that sends its evaluators, an HR business partner and a finance partner together gains most, because grading rules, appeals and budget links are then agreed by the people who apply them.

Strategic Job Evaluation and Role Analysis Capabilities

Participants move from writing role profiles to sizing, grading and costing an entire job population, with evidence that survives challenge.

- Design a point-factor scheme with weighted factors and level definitions — reward committee approval
- Build role profiles from structured job analysis interviews and questionnaires — panel scoring accuracy
- Calculate job-size points and convert them into grade boundaries — pay structure design
- Test evaluation results for bias and equal-value risk — legal and employee relations teams
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Assess the payroll cost of moving to a new grade structure — finance and budget owners
- Communicate grading outcomes and run a fair appeals route — line managers and employees

Key Strategic Job Evaluation and Role Analysis Terms

- Point-factor evaluation — An analytical method scoring each role against weighted factors such as knowledge, problem solving and accountability, then summing points.
- Job size — The total evaluation points a role earns, used to place it relative to every other role.
- Benchmark role — A well-understood role evaluated first to anchor the scale and calibrate panel judgement.
- Grade boundary — The points threshold separating one grade from the next in the structure.
- Job architecture — The framework of job families, sub-functions and career levels into which every role is mapped.
- Red-circling — Protecting a salary that sits above the maximum of a role's new grade after regrading.

Strategic Job Evaluation and Role Analysis Day by Day

Day 1: Forces Reshaping Job Sizing

- Pay Transparency Expectations — Why Grade Logic Must Be Explainable
- Equal Pay for Work of Equal Value — Exposure from Inconsistent Grading
- Hybrid and Project Roles — Limits of Traditional Job Families
- Grade Drift Diagnostics — Spotting Inflation in Existing Structures
- Evaluation Project Charter — Scope, Sponsor and Decision Rights

Day 2: Job Analysis Methods

- Structured Job Analysis Interviews — Capturing Purpose and Accountabilities
- Position Analysis Questionnaires — Scaling Data Collection Across Functions
- Critical Incident Technique — Evidence of Demanding Role Content
- Observation and Work Sampling — Validating Claimed Duties
- Role Purpose Statements — Distinguishing Similar Positions Clearly

Day 3: Role Profiling and Job Architecture

- Role Profile Templates — Separating Accountabilities From Task Lists
- Job Family and Sub-Function Mapping — Grouping Roles by Discipline
- Career Level Descriptors — Defining Progression Within Each Family
- Generic Versus Unique Profiles — Controlling Profile Proliferation
- Span of Control and Layers — Testing Organisation Shape Before Sizing

Day 4: Evaluation Method Choices

- Whole-Job Ranking and Paired Comparison — Small Population Options
- Job Classification Schemes — Public Sector and Large Workforce Uses
- Factor Comparison — Linking Factor Values to Market Rates
- Proprietary Versus In-House Schemes — Cost, Licence and Control Trade-offs
- Method Selection Matrix — Matching Scheme to Organisation Size

Day 5: Building a Point-Factor Scheme

- Factor Selection and Definitions — Know-How, Problem Solving, Accountability
- Factor Weighting — Reflecting Organisation Values in Points
- Level Descriptors and Scoring Guides — Consistent Panel Judgement
- Geometric Versus Arithmetic Progression — Shaping Point Distances
- Scheme Pilot on Benchmark Roles — Refining Factors Before Rollout

Day 6: Running Evaluation Panels

- Panel Composition and Training — Balancing Expertise and Neutrality
- Benchmark Calibration Sessions — Anchoring the Points Scale
- Consensus Scoring Protocols — Resolving Divergent Ratings
- Felt-Fair Sense Checks — Comparing Rank Order With Intuition
- Evaluation Records and Rationale Notes — Audit Trail for Appeals

Day 7: From Points to Grades and Bands

- Points Distribution Analysis — Finding Natural Breaks for Boundaries
- Narrow Grades Versus Broad Bands — Flexibility and Control Trade-offs
- Grade Overlap and Midpoint Progression — Promotion Headroom Design
- Market Pricing of Grades — Aligning Ranges With Salary Survey Data
- Dual Career Ladders — Specialist Roles Without Managerial Grades

Day 8: Fairness and Bias Testing

- Equal-Value Audit — Comparing Male and Female Dominated Roles
- Factor Bias Review — Hidden Weighting Toward Traditional Roles
- Regression of Pay Against Job Size — Outliers and Anomalies
- Appeals and Re-Evaluation Procedure — Fair Challenge Route
- Scheme Maintenance Rules — Triggers for Regrading Requests

Day 9: Costing and Implementing the Structure

- Assimilation Rules — Placing Incumbents Into New Grades
- Red-Circling and Green-Circling Costs — Protection and Uplift Budgets
- Payroll Cost Modelling — Multi-Year Implementation Scenarios
- Line Manager Briefing Packs — Explaining Grade Outcomes
- Employee Communication Sequencing — Reducing Grievance Volume

Day 10: Practising the Grading Framework and Job-Size Model

- Role Profiles for a Case Organisation — Applying Day 2 and Day 3 Methods
- Panel Scoring of Case Roles — Using the Day 5 Scheme
- Grade Boundary Setting From Case Points — Applying Day 7 Analysis
- Equal-Value and Cost Test of the Case Structure — Combining Days 8 and 9
- Grading Framework and Job-Size Model — Final Case Submission

Applying Strategic Job Evaluation and Role Analysis After the Course

- Run a calibration session on ten benchmark roles to test whether current grades match point-factor job sizes.
- Produce an equal-value audit of one job family, flagging pay outliers against job size for the reward committee.

Strategic Job Evaluation and Role Analysis Questions FAQ

What is strategic job evaluation and role analysis, and why does it matter now?

Strategic job evaluation and role analysis is the disciplined sizing of every role to build a fair grade structure. It matters now because pay transparency, equal-value scrutiny and new hybrid roles demand grade decisions that can be explained and defended.

Which roles gain most from strategic job evaluation and role analysis?

Reward specialists, HR business partners and organisation design leads gain most. Workforce planners and finance partners also benefit, since grades drive headcount budgets and salary costs they must forecast and approve.

How does strategic job evaluation and role analysis differ from a compensation and benefits course?

It focuses on internal relativity: analysing, sizing and grading roles. A compensation and benefits course covers salary surveys, incentives and benefits design, which build on the grade structure created here rather than create it.

What do you bring back from strategic job evaluation and role analysis?

You bring back a grading framework and job-size model built on a case organisation, with a point-factor scheme, grade boundaries, a bias test and an implementation cost estimate you can adapt to your own workforce.

Strategic Job Evaluation and Role Analysis: The Way Forward

The grading framework and job-size model first informs whether existing grades reflect real job size. Reward teams and organisation design leads use it to settle regrading requests and price new roles, while finance uses its cost scenarios. After its first use, revisit the factor weights: they should still reflect what the organisation values as roles and strategy change.