What is Job Family Modelling?

- Job Family Modelling is a type of grading system that divides jobs into coherent groups based on shared characteristics.
- Typically we replace hundreds, even thousands of individual job descriptions with a much smaller number of flexible and focused role profiles.
- The role profiles capture key accountabilities, typical skills and critical behaviours or 'competencies'.
- Competencies are the factors that enable an employee to perform his or her job better; their motives, values and traits.

We can help you to...

- Clarify your operations by focusing on key types of work rather than individual jobs;
- Increase staff flexibility by removing the 'silo' mentality characteristic of traditional job descriptions;
- Support individual development by highlighting desired outputs, defining the skills and competencies needed for progression; and
- Avoid a lengthy and costly job evaluation process.

The process

- All implementation depends on your circumstances. We work in close partnership at all times. A typical process involves:
- **Stage one** - Detailed briefing on strategy requirements.
- **Stage two -** Reviewing current roles and descriptors.
- **Stage three** - Reviewing and, as necessary, developing a competency framework aligned with your new strategy and culture.
- **Stage four** - Arranging job families, agreed with senior managers.
- **Stage Five -** Designing each family in detail; agreeing work levels. Drafting detailed role profiles, allocating key competencies. Signing off final versions.

Levels of Work and "Different Groups"

"Communication has always been prompt and helpful. Paul Robertson and his colleagues have always made themselves available within a reasonable timescale."
Cheryl Blackett, Head of Corporate OD Sheffield City Council
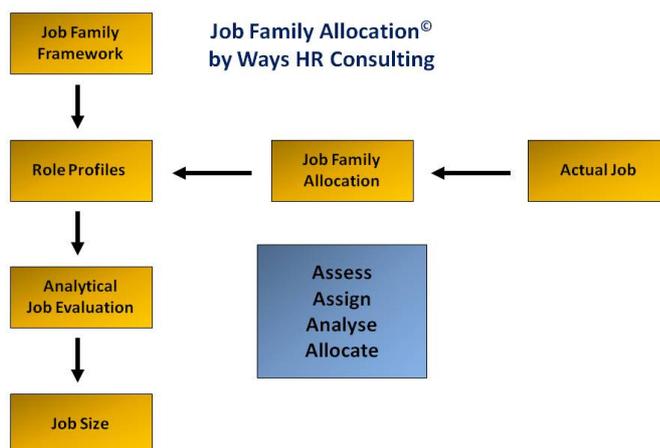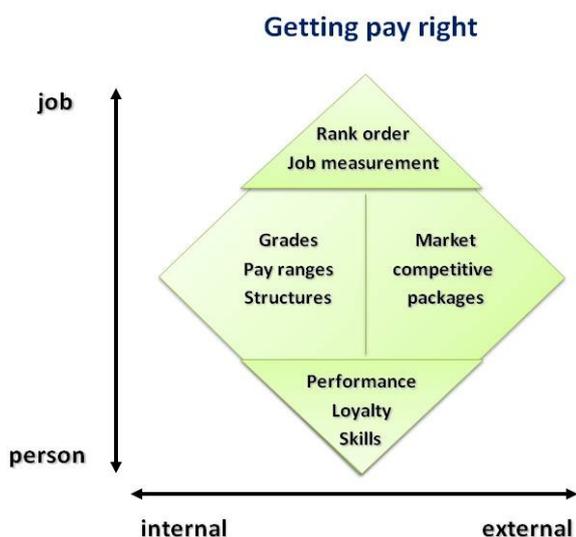
Your Reward, Development & Performance Partner

- Assessment & Development
- Career Management
- Coaching
- Competency Based Interviewing
- Competency Frameworks
- Customer Satisfaction
- Employee Engagement
- Equal Value Compliant Pay
- Independent Job Evaluation
- Job Family Modelling
- Leadership Development
- Outplacement
- Performance Management
- Recruitment Management
- Reward Strategy
- Salary Benchmarking

Equal Value Compliant Pay

- Most organisations strive for fairness when attracting, motivating and retaining staff, while fully complying with legal requirements.
- JFM can help to implement effective, equal value compliant pay and grading structures.
- For more on equal pay compliance, see: 'Sex discrimination and equal pay' (http://www.direct.gov.uk/en/Employment/Employees/DiscriminationAtWork/)

Access our unique
Job Family Allocation © tool

1. The allocator assesses the most appropriate Job Family for a job to be assigned to.
2. The allocator uses his or her knowledge of the job to analyse it against predetermined critical factors that differentiate between each Job Family level.
3. The allocator then decides upon the most appropriate Job Family level, allocating the job to the corresponding role profile for that level.

Getting pay right

Job Family Allocation© by Ways HR Consulting

Our expertise enables you to...

- Support your employees during periods of change, merger and rapid growth;
- Integrate and improve many HR activities: **recruitment**; **performance management**; **salary & reward**; and **training & development**;
- Restructure using role profiles as building blocks.

"The project has been delivered within budget and I would definitely recommend Ways HR Consulting."
Cheryl Blackett, Head of Corporate OD Sheffield City Council

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For more information on Job Family Modelling:
Paul Robertson, 07841 804 563, paul.robertson@wayshrc.com