

***JOB EVALUATION FOR THE
ARMED FORCES***

November 1999 Version

JOB EVALUATION FOR THE ARMED FORCES



***FACTOR PLAN
AND
SCORING MATRICES***

***Amendments – Revisions to Factor Definitions Based on Judges Guidance Notes,
November 1999***

JOB EVALUATION FOR THE ARMED FORCES

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FACTOR 1 - KNOWLEDGE, SKILLS, EXPERIENCE

1A. Level of Knowledge, Skills, Experience

1. *Performance of straightforward tasks requiring a period of induction training.*
2. *Experience in more complex clerical or manual work and/or some team leader work. Satisfactory general education with GCSE success in literacy and numeracy and a range of subjects, (and/or equivalent in-Service training)*
3. *Experience in employment requiring application of more complex principles in support of, and as a key member of, a team and/or a junior supervisor role.*
4. *Practical training and experience in specific skills over a period of some years with further development of supervisory skills. Satisfactory general or technical education (including in-Service training) at and beyond GCSE higher levels, or accredited by BTEC.*
5. *Practical experience as a team leader of a small working group.*
6. *Wide experience in a specific field with some small autonomy. Good general technical education beyond GCSE (including in-Service training) accredited by BTEC, extending areas of competence.*
7. *Increased experience as a team leader or in a supervisory role with autonomy.*
8. *Extensive experience in a full supervisory role. Consolidated experience and training leading towards a management role.*
9. *Successful training and experience as a supervisor including delegated management tasks and/or project work. Accredited short course/part time training in management.*
10. *Broad experience in a specific field allied with a knowledge of other aspects of the organisation with extensive practical experience in a junior managerial role or equivalent advisory capacity. Full or part-time education after 18, in or out of Service, including successful completion of more advanced courses including BTEC and first degree or NVQ4.*
11. *Broad experience in a specific field and consolidated knowledge/practical experience of other aspects of the business with some personally delegated work for a middle/senior manager. Training and education extending an academic or technical discipline.*
12. *Broad knowledge of a specific division or function of the organisation associated with considerable practical experience. Academic qualification leading to a major professional qualification.*
13. *Broad knowledge of defence capabilities and management together with considerable practical experience and/or making a contribution to the long term success of some aspect of defence output.*
14. *Broad in-depth knowledge of the organisation, coupled with considerable practical experience at senior management level. Membership of a major professional institution.*
15. *Consolidated senior management experience with key training and management education to meet specific defence needs and requirements.*
16. *Mastery of a division or function of the organisation or breadth of knowledge and relevant experience to co-ordinate key functions and activities of the organisation at top management level, or to contribute to the co-ordination of an aspect of the organisation with another organisation within the group.*
17. *Experience at the most senior levels within an organisation, or in contributing to the co-ordination with other organisation.*
18. *Experience in top management of an organisation or in co-ordinating particular aspects of the different organisations across the group.*

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1B Range of Application of the Level of knowledge, Skills and Experience at 1A

- a. *Primarily concerned with one routine activity.*
- b. *Concerned with broadly similar matters within a small working group*
- c. *Concerned with broadly similar matters which begin to extend beyond a medium sized group.*
- d. *Broadly similar matters involving some working with other parts of a significant operating group.*
- e. *Co-ordinating the work of several medium sized groups within a larger operating group.*
- f. *Similar matters within a larger operating group and leading to the co-ordination into a significant operating group*
- g. *Co-ordinating of larger groups within a significant operating group*
- h. *A variety of broadly similar matters across different significant working groups and/or into other divisions or functions of the organisation or a variety of dissimilar matters broadly within a division or function of the organisation.*
- i. *Extending the contribution to other divisions or functions with a full understanding of the interdependence of the separate units.*
- j. *A wide variety of somewhat dissimilar matters across different divisions or functions of the organisation or co-ordination of a variety of dissimilar matters within a division or function.*
- k. *Contributing to the strategic development of the UK Defence in a significant way.*
- l. *Co-ordination of a wide variety of dissimilar matters across different functions or divisions of the organisation.*
- m. *Co-ordination of the work of two or more organisations within the group or of a function across the group.*

Working group sizes - personnel

- *Small working group - as few as 3 or up to 8 -10 people*
- *Medium working group - up to 30 people.*
- *Larger operating group - up to 100 people.*
- *Significant operating group - up to 500 or 600 people*

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FACTOR 1

KNOWLEDGE, SKILLS, EXPERIENCE

| | | 1B → | | | | | | | | | | | | |
|----|----|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| | | a | b | c | d | e | f | g | h | i | j | k | l | m |
| 1A | 1 | 80 | 104 | <i>110</i> | 116 | <i>122</i> | 128 | <i>134</i> | 140 | <i>146</i> | 152 | <i>158</i> | 164 | 170 |
| | 2 | 104 | 110 | <i>116</i> | 122 | <i>128</i> | 134 | <i>140</i> | 146 | <i>152</i> | 158 | <i>164</i> | 170 | 176 |
| | 3 | <i>110</i> | <i>116</i> | <i>122</i> | <i>128</i> | <i>134</i> | <i>140</i> | <i>146</i> | <i>152</i> | <i>158</i> | <i>164</i> | <i>170</i> | <i>176</i> | <i>180</i> |
| | 4 | 116 | 122 | <i>128</i> | 134 | <i>140</i> | 146 | <i>152</i> | 158 | <i>164</i> | 170 | <i>176</i> | 180 | 190 |
| | 5 | <i>122</i> | <i>128</i> | <i>134</i> | <i>140</i> | <i>146</i> | <i>152</i> | <i>158</i> | <i>164</i> | <i>170</i> | <i>176</i> | <i>180</i> | <i>190</i> | <i>200</i> |
| | 6 | 128 | 134 | <i>140</i> | 146 | <i>152</i> | 158 | <i>164</i> | 170 | <i>176</i> | 180 | <i>190</i> | 200 | 210 |
| | 7 | <i>134</i> | <i>140</i> | <i>146</i> | <i>152</i> | <i>158</i> | <i>164</i> | <i>170</i> | <i>176</i> | <i>180</i> | <i>190</i> | <i>200</i> | <i>210</i> | <i>220</i> |
| | 8 | 140 | 146 | <i>152</i> | 158 | <i>164</i> | 170 | <i>176</i> | 180 | <i>190</i> | 200 | <i>210</i> | 220 | 240 |
| | 9 | <i>146</i> | <i>152</i> | <i>158</i> | <i>164</i> | <i>170</i> | <i>176</i> | <i>180</i> | <i>190</i> | <i>200</i> | <i>210</i> | <i>220</i> | <i>240</i> | <i>260</i> |
| | 10 | 152 | 158 | <i>164</i> | 170 | <i>176</i> | 180 | <i>190</i> | 200 | <i>210</i> | 220 | <i>240</i> | 260 | 280 |
| | 11 | <i>158</i> | <i>164</i> | <i>170</i> | <i>176</i> | <i>180</i> | <i>190</i> | <i>200</i> | <i>210</i> | <i>220</i> | <i>240</i> | <i>260</i> | <i>280</i> | <i>300</i> |
| | 12 | 164 | 170 | <i>176</i> | 180 | <i>190</i> | 200 | <i>210</i> | 220 | <i>240</i> | 260 | <i>280</i> | 300 | 350 |
| | 13 | <i>170</i> | <i>176</i> | <i>180</i> | <i>190</i> | <i>200</i> | <i>210</i> | <i>220</i> | <i>240</i> | <i>260</i> | <i>280</i> | <i>300</i> | <i>350</i> | <i>400</i> |
| | 14 | 176 | 180 | <i>190</i> | 200 | <i>210</i> | 220 | <i>240</i> | 260 | <i>280</i> | 300 | <i>350</i> | 400 | 450 |
| | 15 | <i>180</i> | <i>190</i> | <i>200</i> | <i>210</i> | <i>220</i> | <i>240</i> | <i>260</i> | <i>280</i> | <i>300</i> | <i>350</i> | <i>400</i> | <i>450</i> | <i>500</i> |
| | 16 | 190 | 200 | <i>210</i> | 220 | <i>240</i> | 260 | <i>280</i> | 300 | <i>350</i> | 400 | <i>450</i> | 500 | 550 |
| | 17 | 200 | 210 | <i>220</i> | 240 | <i>260</i> | 280 | <i>300</i> | 350 | <i>400</i> | 450 | <i>500</i> | 550 | 600 |
| | 18 | - | - | - | - | - | - | - | 400 | <i>450</i> | 500 | <i>550</i> | 600 | 650 |

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FACTOR 2 - COMPLEXITY AND MENTAL CHALLENGE

2A Complexity

1. *Work is confined to a limited range of routine tasks.*
2. *Work is still routine in nature, but varied number of tasks*
3. *Some greater variation, often in a changing context.*
4. *Some problems are met, and some are not routine.*
5. *More problems, or less routine, often in a changing context.*
6. *Solutions to problems primarily within one discipline or general activity.*
7. *Some small amount of problems in another discipline.*
8. *Solutions to problems which extend beyond one discipline.*
9. *Most of the problems met are outside one discipline.*
10. *Solutions to complex problems frequently outside one discipline and direct experience requiring application where appropriate of researched and newly assimilated knowledge.*
11. *Complex problems at the highest level are an integral part of the job requiring rapid assimilation of new knowledge and balance of outcomes.*

2B Mental Challenge

- a. *The job holder is required to keep to established procedures (probably by rote).*
- b. *Acting entirely within previous experience and precedents (and no longer 100% by rote).*
- c. *Some interpretation of precedent needed.*
- d. *Using precedent and experience to solve new and/or unusual problems regularly.*
- e. *Meeting new problems by building on precedent and practical experience often where reference to others is not practicable.*
- f. *Adaptive thinking within a specific discipline requiring improvement and development of techniques and methods.*
- g. *Applying adaptive thinking as a significant part of the job on a regular basis.*
- h. *Innovate thinking within the same or similar disciplines applied to problems which lie outside previous experience and precedents.*
- i. *Using innovative attitudes and techniques for a large part of the job and overseeing others making their innovative contribution.*
- j. *Imaginative and interpretative thinking, reading a situation, finding solutions to new problems, initiating new ideas, identifying and developing new opportunities within a division or function of the organisation. .*
- k. *Required to contribute across the organisation, working alone or with others on strategic developments.*
- l. *Creative thinking, spotting new opportunities, initiating ideas and action to develop one or more organisation and to achieve group objectives (i.e. in response to Defence Management Plan).*
- m. *Contributing to the co-ordination of the several organisations and the direction of the group as a whole.*

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| FACTOR 2 | | COMPLEXITY AND MENTAL CHALLENGE | | | | | | | | | | | | |
|-----------------|-----------|--|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| | | 2B → | | | | | | | | | | | | |
| 2A ↓ | | a | b | c | d | e | f | g | h | i | j | k | l | m |
| | 1 | 1 | 5 | <i>10</i> | 18 | <i>28</i> | 38 | <i>52</i> | 66 | <i>80</i> | 96 | <i>110</i> | 130 | - |
| | 2 | 4 | 8 | <i>16</i> | 28 | <i>38</i> | 52 | <i>66</i> | 80 | <i>96</i> | 110 | <i>130</i> | 150 | - |
| | 3 | <i>8</i> | <i>14</i> | <i>24</i> | <i>36</i> | <i>50</i> | <i>62</i> | <i>76</i> | <i>88</i> | <i>104</i> | <i>120</i> | <i>140</i> | <i>160</i> | - |
| | 4 | 14 | 24 | <i>36</i> | 48 | <i>60</i> | 70 | <i>80</i> | 96 | <i>110</i> | 130 | <i>150</i> | 170 | - |
| | 5 | <i>24</i> | <i>34</i> | <i>44</i> | <i>56</i> | <i>66</i> | <i>76</i> | <i>88</i> | <i>104</i> | <i>120</i> | <i>140</i> | <i>160</i> | <i>180</i> | - |
| | 6 | 34 | 40 | <i>50</i> | 60 | <i>70</i> | 80 | <i>94</i> | 110 | <i>130</i> | 150 | <i>170</i> | 190 | 210 |
| | 7 | <i>40</i> | <i>46</i> | <i>56</i> | <i>66</i> | <i>76</i> | <i>88</i> | <i>104</i> | <i>120</i> | <i>140</i> | <i>160</i> | <i>180</i> | <i>200</i> | <i>220</i> |
| | 8 | 46 | 50 | <i>60</i> | 70 | <i>80</i> | 94 | <i>110</i> | 130 | <i>150</i> | 170 | <i>190</i> | 210 | 240 |
| | 9 | <i>50</i> | <i>56</i> | <i>66</i> | <i>76</i> | <i>88</i> | <i>104</i> | <i>120</i> | <i>140</i> | <i>160</i> | <i>180</i> | <i>200</i> | <i>230</i> | <i>260</i> |
| | 10 | 56 | 60 | <i>70</i> | 80 | <i>96</i> | 110 | <i>130</i> | 150 | <i>170</i> | 190 | <i>210</i> | 240 | 280 |
| | 11 | 60 | 70 | <i>80</i> | 96 | <i>110</i> | 130 | <i>150</i> | 170 | <i>190</i> | 210 | <i>240</i> | 270 | 300 |

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FACTOR 3 - JUDGEMENT AND DECISION

3A Level of Judgement and Decision

1. *All work is covered by standard instructions.*
2. *Decisions involving checks against well defined standards and practices. Some small scope for variation but all questionable matters are referred to a superior for decision.*
3. *Small scope of variation with some minor questionable matters dealt with directly.*
4. *Checks against standards and practices. Scope of variation with reference to a superior for confirmation.*
5. *Only the most important matters are reported to a superior.*
6. *Work within general objectives, targets and practice defined by others. Refers to higher authority on more important judgements and decisions and matters falling outside own sphere of activity.*
7. *Sets local objectives and targets to fulfil others' requirements for own and subordinate groups.*
8. *Participates in setting operational objectives and targets. Refers to higher authority judgements and decisions which fall outside agreed objectives or own functional authority.*
9. *Responsible for setting wider operational objectives and targets. Refers to higher authority judgements and decisions which fall outside agreed objectives or own functional authority.*
10. *Provides input to the organisation's policy and sets objectives. Consults higher authority on matters which affect policy and require approval of the operational board or management committee.*
11. *Contributes at the operational board or management committee where own and colleagues' targets and objectives are being set.*
12. *Responsible for policy determination for the organisation and decisions within broad policy framework. Major issues or change in direction are subject only to Executive Committee or Main Board approval.*
13. *Contributes at Main Board to policy determination for the whole group and has accountability and responsibility for a major division or function.*

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3B Impact upon the success of the organisation



- a. *Work is closely supervised and checked.*
- b. *Mostly confined to own small or medium sized working group.*
- c. *Affects adjacent small working groups.*
- d. *Mostly within own small or medium sized working group within a larger operating group.*
- e. *Affects other medium sized working groups.*
- f. *Decisions have some effect on other larger working groups in the same significant operating group in a division of the organisation.*
- g. *Decisions and actions affect the whole significant operating group and begin to impact on others; impact on whole organisation limited.*
- h. *Advice and actions which extend to some degree to other significant operating groups in a division of the organisation - overall impact moderate.*
- i. *Advice and actions which affect the whole division or function - overall impact reaching a significant level.*
- j. *Advice and actions which cause other divisions or functions within the organisation to react - overall impact significant.*
- k. *Advice and actions which begin to impact significantly on the whole organisation or a function across the group.*
- l. *Advice and actions which impinge on policy and affect the organisation as a whole - overall impact high. .*
- m. *Advice and actions which will affect other organisations within the group.*
- n. *Advice and actions which have major impact on the organisation and its future well being, or on a major function.*
- o. *Advice and actions which have immediate effect on the whole organisation, but constrained by the main board.*
- p. *Advice and action which will have significant effect across the organisations in the group.*

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FACTOR 3

JUDGEMENT AND DECISION

| | | 3B  | | | | | | | | | | | | | | | |
|--|-----------|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| | | a | b | c | d | e | f | g | h | I | j | k | l | m | n | o | p |
| 3A  | 1 | 2 | 4 | 10 | 20 | 30 | 44 | 56 | 66 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | - |
| | 2 | 4 | 10 | 20 | 30 | 44 | 56 | 66 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | - |
| | 3 | 10 | 20 | 30 | 44 | 56 | 66 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | - |
| | 4 | 20 | 30 | 44 | 56 | 66 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | - |
| | 5 | 30 | 44 | 56 | 66 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | - |
| | 6 | 44 | 56 | 66 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 200 | - |
| | 7 | 56 | 66 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 200 | 220 | - |
| | 8 | 66 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 200 | 220 | 260 | 300 |
| | 9 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 200 | 220 | 260 | 300 | 340 |
| | 10 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 200 | 220 | 260 | 300 | 340 | 380 |
| | 11 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 200 | 220 | 260 | 300 | 340 | 380 | 420 |
| | 12 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 200 | 220 | 260 | 300 | 340 | 380 | 420 | 460 |
| | 13 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 200 | 220 | 260 | 300 | 340 | 380 | 420 | 460 | 500 |

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FACTOR 4 - USE OF RESOURCES (PERSONNEL; EQUIPMENT; BUDGETS ETC)

4A Level of Supervision of Resources

1. *Limited or no responsibility for people or resources.*
2. *Supervisory responsibility for a small working group or a limited amount of resources.*
3. *A supervisory role for people in a larger operating group or of an amount or range of resources.*
4. *A full supervisory role often involving a larger quantity of resources and/or with a longer term effect.*
5. *A senior supervisory role of people or resources working to other's instructions.*
6. *Junior management of people or resources operating above supervisor level and/or as a sole specialist.*
7. *A management role of larger number of people or significant resources.*
8. *Middle management of the organisation operating below and usually subordinate to a job holder in level 10 below.*
9. *Middle management usually reporting to a head of division or function.*
10. *Senior management of the organisation responsible to either the head of a major division/function or to a director of the organisation.*
11. *Senior management responsible often for a minor function or smaller division.*
12. *Head of a major division or function, operating at policy making level, or a director.*
13. *Head of a large division or major function.*
14. *Executive director of a division or function of the organisation or working in a contributory role across the group.*
15. *Executive director with a major line responsibility and contributing significantly across the group.*
16. *Head of an organisation or executive director working across the group in a co-ordinating way.*
17. *In charge of the group.*

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4B Influence

- a. *Primarily advisory or supportive to management: the basic producer.*
- b. *Job holder has freedom to act in non-routine work, subject to clear limits, or personally responsible for decisions within clearly defined limits.*
- c. *Job holder makes decisions which can influence the success of a larger operating group.*
- d. *Job holder has authority to act independently of close control and/ or commit others to action, and is accountable for their performance.*
- e. *Job holder makes independent decisions and is responsible for the performance of other working/operating groups.*
- f. *Significant line responsibility or provision of specialised advice which can have indirect but significant effect on results of the organisation.*
- g. *Even greater line responsibility or provision of specialised advice with increasing direct effect on results of the organisation.*
- h. *Primarily line responsibility where effective leadership and personal actions/decisions have a direct effect on results of the organisation as a whole.*
- i. *Effective leadership and personal actions/decisions have major effect across aspects of the different organisations in the group.*
- j. *Effective leadership and actions which will have major effect upon the group as a whole.*

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FACTOR 4

USE OF RESOURCES

| | | 4B → | | | | | | | | | |
|---------|----|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | a | b | c | d | e | f | g | h | i | j |
| 4A ↓ | 1 | 1 | 4 | 8 | 12 | 16 | 22 | 28 | 34 | 40 | - |
| | 2 | 4 | 8 | 12 | 16 | 22 | 28 | 34 | 40 | 50 | - |
| | 3 | 8 | 14 | 18 | 26 | 30 | 36 | 42 | 50 | 60 | - |
| | 4 | 14 | 20 | 28 | 32 | 40 | 48 | 54 | 60 | 76 | - |
| | 5 | 20 | 30 | 34 | 42 | 50 | 60 | 68 | 76 | 92 | - |
| | 6 | 30 | 36 | 44 | 52 | 60 | 70 | 82 | 92 | 110 | - |
| | 7 | 36 | 46 | 56 | 66 | 76 | 86 | 98 | 110 | 126 | - |
| | 8 | 46 | 60 | 70 | 80 | 92 | 102 | 114 | 126 | 150 | - |
| | 9 | 60 | 72 | 84 | 96 | 108 | 122 | 136 | 150 | 174 | - |
| | 10 | 72 | 84 | 100 | 114 | 130 | 144 | 160 | 174 | 208 | - |
| | 11 | 84 | 102 | 120 | 136 | 154 | 172 | 190 | 208 | 240 | - |
| | 12 | 102 | 120 | 138 | 158 | 180 | 200 | 220 | 240 | 284 | 340 |
| | 13 | 120 | 146 | 168 | 192 | 216 | 240 | 260 | 284 | 340 | 390 |
| | 14 | 146 | 170 | 198 | 224 | 250 | 276 | 302 | 340 | 390 | 460 |
| | 15 | 170 | 200 | 230 | 260 | 290 | 320 | 360 | 390 | 460 | 530 |
| | 16 | 200 | 240 | 270 | 300 | 340 | 380 | 420 | 460 | 530 | 600 |
| | 17 | 240 | 270 | 300 | 340 | 380 | 420 | 460 | 530 | 600 | 700 |

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FACTOR 5 - COMMUNICATION

5A Level of Internal Communication

- 0. *Little or no communication except with colleagues.*
- 1. *Mostly with immediate colleagues, inc. team leader, in the small working group.*
- 2. *Mostly with team leaders, some higher level contact in a medium sized group.*
- 3. *Mostly at supervisory level.*
- 4. *Mostly with other supervisors, some contact with larger operating group management.*
- 4. *Mostly at junior management level; at larger operating group level.*
- 5. *Mostly with other junior managers and supervisors; some contact into a significant operating group.*
- 7. *Mostly at middle management level; in a significant operating group, division or function.*
- 8. *A large amount of communication with senior management.*
- 9. *Mostly at senior management level; beyond a significant operating group.*
- 10. *Some large amount of communication with heads of divisions or functions.*
- 11. *Mostly at head of major division or function or organisation director level.*
- 12. *Communication with own division or function as well as some top management.*
- 13. *Mostly at top management level of the organisation.*

5B External Communication

- L** *Up to 40% of all communication is external and involves dealings with those who do not share the same aims as the Job Holder's organisation.*
- M** *40% – 60% of all communication is external and involves dealings with those who do not share the same aims as the Job Holder's organisation.*
- H** *More than 60% of all communication is external and involves dealings with those who do not share the same aims as the Job Holder's organisation.*

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5C Significance of Communication

- z. *Occasional communication on basic job matters. (Not Used)***
- a. *Communicating on routine matters.***
- b. *Understanding and acting upon clear instructions and directions.***
- c. *Receiving and giving information, providing explanations on moderately complicated matters.***
- d. *Understanding and interpreting advice and instructions for use by others.***
- e. *Contributing to basic level negotiations, providing explanations on complex matters and influencing by persuasion.***
- f. *Understanding and interpreting into instructions for independent action through a sub-ordinate chain of management.***
- g. *Handling complex negotiations, presenting well reasoned, convincing cases on complex matters where the successful influence of people is of significant importance.***
- h. *Complex and difficult negotiations supported by others to further the organisation's development.***
- i. *Handling complex and difficult negotiations and communications where the proper handling of contacts and the successful influencing of people can be of major importance to the organisation or group.***

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FACTOR 5

COMMUNICATION

5B

5A
5B

| | | <i>z</i> | <i>a</i> | <i>b</i> | <i>c</i> | <i>d</i> | <i>e</i> | <i>f</i> | <i>g</i> | <i>h</i> | <i>I</i> |
|-----------|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 0 | L | 20 | 24 | 28 | 34 | | | | | | |
| | M | 24 | 28 | 32 | 38 | | | | | | |
| | H | 28 | 32 | 36 | 42 | | | | | | |
| 1 | L | 26 | 30 | 34 | 38 | 48 | 50 | 54 | 58 | 64 | 68 |
| | M | 32 | 36 | 40 | 44 | 54 | 58 | 64 | 68 | 74 | 80 |
| | H | 38 | 44 | 50 | 56 | 64 | 68 | 74 | 80 | 88 | 94 |
| 2 | L | 30 | 36 | 42 | 46 | 51 | 54 | 59 | 63 | 69 | 74 |
| | M | 35 | 41 | 47 | 53 | 59 | 63 | 68 | 74 | 81 | 87 |
| | H | 42 | 48 | 54 | 62 | 69 | 74 | 81 | 87 | 95 | 102 |
| 3 | L | 36 | 42 | 46 | 50 | 54 | 58 | 64 | 68 | 74 | 80 |
| | M | 44 | 50 | 54 | 58 | 64 | 74 | 77 | 80 | 88 | 94 |
| | H | 50 | 58 | 64 | 68 | 74 | 80 | 88 | 94 | 102 | 110 |
| 4 | L | | 47 | 51 | 54 | 59 | 63 | 69 | 74 | 81 | 87 |
| | M | | 54 | 59 | 63 | 69 | 74 | 81 | 87 | 95 | 102 |
| | H | | 63 | 69 | 74 | 81 | 87 | 95 | 102 | 111 | 119 |
| 5 | L | | 50 | 54 | 58 | 64 | 68 | 74 | 80 | 88 | 94 |
| | M | | 58 | 64 | 68 | 74 | 80 | 88 | 94 | 102 | 110 |
| | H | | 68 | 74 | 80 | 88 | 94 | 102 | 110 | 120 | 128 |
| 6 | L | | 54 | 59 | 63 | 69 | 74 | 81 | 87 | 95 | 102 |
| | M | | 63 | 69 | 74 | 81 | 87 | 95 | 102 | 111 | 119 |
| | H | | 74 | 81 | 87 | 95 | 102 | 108 | 119 | 129 | 138 |
| 7 | L | | 58 | 64 | 68 | 74 | 80 | 88 | 94 | 102 | 110 |
| | M | | 68 | 74 | 80 | 88 | 94 | 102 | 110 | 120 | 128 |
| | H | | 80 | 88 | 94 | 102 | 110 | 120 | 128 | 138 | 148 |
| 8 | L | | 63 | 69 | 74 | 81 | 87 | 95 | 102 | 111 | 119 |
| | M | | 74 | 81 | 87 | 95 | 102 | 108 | 119 | 129 | 138 |
| | H | | 87 | 95 | 102 | 111 | 119 | 129 | 138 | 149 | 159 |
| 9 | L | | 68 | 74 | 80 | 88 | 94 | 102 | 110 | 120 | 128 |
| | M | | 80 | 88 | 94 | 102 | 110 | 120 | 128 | 138 | 148 |
| | H | | 94 | 102 | 110 | 120 | 128 | 138 | 148 | 160 | 170 |
| 10 | L | | 74 | 81 | 87 | 95 | 102 | 108 | 119 | 129 | 138 |
| | M | | 87 | 95 | 102 | 111 | 119 | 129 | 138 | 149 | 159 |
| | H | | 102 | 111 | 119 | 129 | 138 | 149 | 159 | 171 | 182 |
| 11 | L | | 80 | 88 | 94 | 102 | 110 | 120 | 128 | 138 | 148 |
| | M | | 94 | 102 | 110 | 120 | 128 | 138 | 148 | 160 | 170 |
| | H | | 110 | 120 | 128 | 138 | 148 | 160 | 170 | 182 | 194 |
| 12 | L | | 87 | 95 | 102 | 111 | 119 | 129 | 138 | 149 | 159 |
| | M | | 102 | 111 | 119 | 129 | 138 | 149 | 159 | 171 | 182 |
| | H | | 119 | 129 | 138 | 149 | 159 | 171 | 182 | 195 | 207 |
| 13 | L | | 94 | 102 | 110 | 120 | 128 | 138 | 148 | 160 | 170 |
| | M | | 110 | 120 | 128 | 138 | 148 | 160 | 170 | 182 | 194 |
| | H | | 128 | 138 | 148 | 160 | 170 | 182 | 194 | 208 | 220 |

**JOB EVALUATION FOR THE
ARMED FORCES**

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FACTOR 6 - WORKING CONDITIONS

6A Health and Safety

1. *Little abnormal exposure to health and safety risks.*
2. *Irregular exposure to health and safety risks.*
3. *Frequent exposure to moderate levels of risk in a controlled environment with adequate health and safety procedures or occasional exposure to high levels of risk.*
4. *Irregular exposure to high levels of risk to self and others or where there is a debilitating illness risk.*
5. *Regular exposure to risks that present an immediate potential danger to self and others or to situations where there is a recognised risk of developing a long-term debilitating occupational illness.*

6B Bodily Constraints

- L. *Not usually required to adopt uncomfortable working postures or wear protective apparel.*
- L+ *Required to wear protective apparel and/or adopt uncomfortable working posture as part of the normal pattern of work.*
- M. *Regularly required to wear protective apparel and/or regularly adopt and/or uncomfortable working posture.*
- M+ *Required to wear severely constraining protective apparel or equipment and/or adopt a temporarily debilitating working posture as part of the normal pattern of work.*
- H. *Regularly required to wear severely constraining protective apparel or equipment and regularly adopt a temporarily debilitating working posture.*

6C Physical Environment


- a) *Little unprotected exposure to the weather, abnormal physical conditions or climate, wetness or dirty materials at the workplace.*
- b) *Exposure to weather, abnormal physical conditions or climate, wetness or dirty materials at the workplace, as part of the normal pattern of work.*
- c) *Frequent unprotected exposure to weather, wetness, dirty materials or abnormally uncomfortable physical conditions or climate at the workplace.*
- d) *Irregular exposure to temporarily debilitating physical conditions or climate or at the work place and/or handling dirty, wet or hazardous materials.*
- e) *Daily exposure to temporarily debilitating physical conditions or climate at the work place and/or handling wet, dirty or hazardous materials.*

**JOB EVALUATION FOR THE
ARMED FORCES**

November 1999 Version

FACTOR 6

WORKING CONDITIONS

| | | 6B | 6C  | | | | |
|-----------|----------|-----------|--|-----------|-----------|-----------|-----------|
| | | | a | b | c | d | e |
| 6A | 1 | L | 0 | 4 | 8 | 12 | 16 |
| | | M | 8 | 12 | 16 | 20 | 24 |
| | | H | 16 | 20 | 24 | 28 | 32 |
| | 2 | L | 4 | 8 | 12 | 16 | 20 |
| | | M | 12 | 16 | 20 | 24 | 28 |
| | | H | 20 | 24 | 28 | 32 | 36 |
| | 3 | L | 8 | 12 | 16 | 20 | 24 |
| | | M | 16 | 20 | 24 | 28 | 32 |
| | | H | 24 | 28 | 32 | 36 | 40 |
| | 4 | L | 12 | 16 | 20 | 24 | 28 |
| | | M | 20 | 24 | 28 | 32 | 36 |
| | | H | 28 | 32 | 36 | 40 | 44 |
| | 5 | L | 16 | 20 | 24 | 28 | 32 |
| | | M | 24 | 28 | 32 | 36 | 40 |
| | | H | 32 | 36 | 40 | 44 | 48 |