

Job Description and Person Specification

Job Analyst

Job Details	
Grade	6
Service	Employee Relations
Location	City Wide
Job Evaluation Code	P1373D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

About the Service your team will provide

As a Senior Job Analyst, you will evaluate and analyse job positions. You'll conduct comprehensive job evaluations, market research, and data analysis. Your insights will support strategic decision-making and maintain internal equity.

Main Duties & Key Accountabilities

Evaluating and recommending appropriate job classification and pay structures based on job analysis findings.

Conducting effective job evaluation and research within the performance standards.

Deriving and verifying information from agreed sources for evaluation, conduct further fact finding/investigation as necessary.
Conducting meetings, develop and promote positive and professional relationships with key stakeholders to gather accurate information for the analysis of jobs.
Organising own workload within the performance standards set and the timescales set.
Maintaining the computerised database in an accurate, timely and efficient manner.
Producing reports, information and findings for the Job Evaluation Technical Lead /Employee Relations Lead as required.
Supporting the Job Evaluation Panel in the analysis and verification of NJC and Chief Officer jobs .
Conducting job evaluation requests across the Council for affected job roles using the relevant job evaluation software.
Providing guidance and support to HR teams and managers on job analysis and classification matters.

Key Relationships	
External:	West Midlands Employers, Local Government Association PILAT representatives, Role mapper Representatives
Internal:	Human Resource Teams, Trade Unions, Senior Managers,

Standard Information
Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

Not Applicable

Person Specification

Requirements	
Knowledge	Possess knowledge of the NJC Job Evaluation Scheme Evaluating jobs, job design and organisational restructures
	Be able to apply equality in the job evaluation process with a good understanding of Equal Pay legislation
Skills And Ability	Possess developed interpersonal , listening, presentational and written communication skills Interpretation of complex data and reports
	Have proficiency in using a database, inputting , extraction and maintenance of accurate information. Using Microsoft packages proficiently e. g Word, Excel etc
	Possess organisation skills to manage own workload to meet targets on time
Experience	Be able to analyse data and interpret numerical and qualitative data and present job analysis information effectively
	Possess experience of Human Resources or related work
	Be able to provide training and giving presentations
	Demonstrate excellent communication skills, interviewing/receiving complex or contentious information with a range of audiences
	Be able to conduct meetings and resolving differences between key stakeholders
	Possess experience working in partnership with Trade Unions

Qualification	Be able to work towards an HR expertise e.g. CIPD Level 3 to Level 5
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