
Job Evaluation and Grading Structure Design Training Course

17 – 21 May 2027
Tokyo





Job Evaluation and Grading Structure Design Training Course

Ref: 79_13164 **Date:** 17 – 21 May 2027 **Location:** Tokyo **Fees:** 6900 GBP

Programme Summary

Job evaluation and grading structure design is a five-day training course for senior HR leaders at strategic level, culminating in a job evaluation and grading blueprint for their organisation. Inconsistent titles, negotiated grades and pay decisions made role by role leave organisations exposed to internal inequity, equal-pay claims and costly retention problems. The approach moves from job analysis and role profiles through the choice of evaluation method and panel governance to grade structures, job families and pay ranges. Mars Training Centre UK delivers this programme in job evaluation and grading structure design.

The Business Case

A defensible job evaluation scheme gives every role a place in the organisation for a reason that can be explained to employees, auditors and boards. It replaces grade drift and one-off pay exceptions with a structure that supports hiring, promotion and restructuring decisions. Well-governed schemes reduce disputes and make career paths visible.

- **Internal Pay Equity:** Improves as roles of equal value are placed in the same grade using a consistent and gender-neutral method.
- **Payroll Cost Control:** Strengthens as grade drift and unplanned upgrades are replaced by evaluation rules and pay ranges.
- **Retention and Mobility:** Improve as job families and grade descriptors show employees how careers can progress.

Principles and Evidence Base

- **ILO Gender-Neutral Job Evaluation for Equal Pay:** Guides factor selection, weighting and bias checks in Sessions 2 and 3.
- **Point-Factor Method:** Provides the analytical model of factors, levels and weights built and tested in Session 2.
- **Hay Guide Chart-Profile Method and Mercer International Position Evaluation:** Serve as reference schemes compared when choosing a method in Session 2.
- **Job Families and Broad-Banding:** Frame grade structure and career path design in Session 4.

Intended Participants

- Leaders accountable for the organisation's grading structure and its integrity.
- Chairs and members of job evaluation committees who approve grades and hear appeals.
- Reward heads who link grades to pay ranges and budget payroll changes.
- Organisation design leaders who restructure functions and define new roles.



The programme serves government entities, energy and utilities, financial services, healthcare and large private groups.

Learning Outcomes

1. Participants will be able to construct role profiles from structured job analysis evidence.
2. Participants will be able to evaluate ranking, classification and point-factor methods against organisational needs.
3. Participants will be able to design evaluation panel procedures, calibration rules and an appeals process.
4. Participants will be able to construct a grade structure with job families and grade descriptors.
5. Participants will be able to justify pay ranges that link grades to market data and budgets.
6. Participants will be able to diagnose equal-pay risk in an existing grading structure.

Programme Structure

Day 1: Job Analysis and Role Profiles

What evidence describes a role well enough to evaluate it fairly?

- Purpose and Scope of Job Evaluation
- Job Analysis Interviews, Questionnaires and Observation
- Role Profile Structure and Accountabilities
- Distinguishing the Role From the Job Holder
- Role Inventory and Benchmark Job Selection

Day 2: Choosing a Job Evaluation Method

Which method gives defensible and consistent results for this organisation?

- Job Ranking and Paired Comparison
- Job Classification and Grade Descriptions
- Point-Factor Scheme Design, Factors and Weights
- Hay Guide Chart-Profile and Mercer IPE Compared
- Gender-Neutral Factor Wording and Bias Checks

Day 3: Running Evaluation Panels

How are evaluations made consistent, recorded and challenged?

- Panel Composition, Roles and Training
- Evaluating Benchmark Jobs and Slotting
- Calibration and Sore-Thumbing
- Evaluation Records and Rationale Statements
- Appeals and Re-Evaluation Procedures



Day 4: Grading Structures, Job Families and Pay

How do evaluation scores become grades, career paths and pay ranges?

- Grade Boundaries From Evaluation Scores
- Narrow Grades Compared With Broad Bands
- Job Family and Career Path Architecture
- Pay Range Midpoints, Spreads and Market Data
- Assimilation, Red-Circling and Cost of Implementation

Day 5: Applying Job Evaluation and Grading Structure Design

How are method, governance and structure combined into one blueprint?

- Equal-Pay Audit of an Existing Structure
- Communication Plan for Employees and Managers
- Maintenance Rules for New and Changed Roles
- Peer Challenge of Grading Proposals
- Job Evaluation and Grading Blueprint Presentation

Methodology

The programme is built around structured exercises using real role profiles from public and private organisations. Participants analyse jobs, score them with a point-factor scheme, sit as a calibration panel and convert the results into grades and pay ranges, testing each decision for consistency and equal-pay risk.

- Suggested activity: Scoring eight benchmark roles with a sample point-factor scheme.
- Suggested activity: Hearing a grade appeal as a job evaluation committee.
- Suggested activity: Costing the move of a workforce into a new grade structure.

Capstone Output

Each participant completes a job evaluation and grading blueprint for their organisation. It sets out the chosen method and factors, panel and appeal rules, the proposed grade structure and job families, indicative pay ranges and an implementation and communication plan for executive approval.

Frequently Asked Questions

Is job evaluation and grading structure design suitable for HR leaders new to reward?

Yes. It suits HR directors, organisation design heads and committee chairs. It assumes senior HR experience but no prior training in a specific job evaluation scheme.



Which methods underpin job evaluation and grading structure design?

It draws on the point-factor method, ranking and classification methods, the Hay Guide Chart-Profile Method, Mercer IPE and the ILO guide to gender-neutral job evaluation for equal pay.

How is the job evaluation and grading blueprint used at work?

You take back a blueprint your executive team can approve, covering method, governance, grades, job families and pay ranges, with a plan to implement and maintain them.

How does job evaluation differ from compensation and benefits strategy programmes?

It focuses on the relative value of roles and the grade structure itself, while compensation strategy programmes address pay levels, incentives and benefits built on top of that structure.