Advanced Job Evaluation and Role Architecture Course

30 May – 10 June 2027
Accra

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Training Center

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Advanced Job Evaluation and Role Architecture Course

Ref: 1051_177539 **Date:** 30 May – 10 June 2027 **Location:** Accra **Fees:** 5800 Euro

Overview

Advanced Job Evaluation and Role Architecture Course is a two-week advanced course for HR directors, compensation leaders, job evaluation specialists, and organization design managers, who leave with a Job Evaluation and Role Architecture Framework. Participants establish job analysis evidence, role profiles, analytical job evaluation factors, point-factor scoring, grade structures, evaluation governance, and implementation controls. Agile Leaders Training Center develops advanced job evaluation and role architecture capability.

Who Should Attend

- HR leadership teams responsible for role structures, workforce policies, and evaluation governance
- Reward teams responsible for job value, grade design, and internal equity evidence
- Organization design teams responsible for role clarity, accountabilities, and structural alignment
- Job evaluation committees responsible for factor judgments, scoring consistency, and documentation
- HR operations teams responsible for implementation records, reviews, and employee queries

The course assumes participants can interpret organization charts, job descriptions, and reward structures, and it leaves introductory HR administration and payroll processing outside its scope.

Departments and Industries

The course supports departments and industries that require consistent role evidence and defensible job-value decisions.

- Human resources, reward, organization design, and workforce planning
- People analytics, HR operations, governance, and employee relations
- Manufacturing, energy, infrastructure, and logistics
- Technology, telecommunications, healthcare, and professional services
- Financial services, retail, hospitality, and public-service organizations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze job evidence and distinguish work from incumbent characteristics
- Build role profiles and accountability maps for evaluation
- Apply analytical factors, levels, weights, and point-factor scoring
- Evaluate benchmark roles and design coherent grade structures
- Diagnose bias, inconsistency, and governance weaknesses
- Build an implementation, review, and appeals framework

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Course Agenda

Day 1: Evaluation Strategy and Governance

- Job Evaluation Purpose and Scope Charter
- Internal Job Value and Market Pricing Boundary Map
- Evaluation Scheme Design Decision Matrix
- Job Evaluation Committee Terms of Reference
- Evaluation Governance and Decision-Rights Framework

Day 2: Job Analysis Evidence

- Job Analysis Data Collection Plan
- Incumbent and Manager Interview Guide
- Job Questionnaire Evidence Template
- Work Sample and Organization Chart Review Checklist
- Job Evidence Validation and Sign-Off Log

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Day 3: Role Profiles and Accountabilities

- Role Purpose and Outcome Statement Canvas
- Key Accountability and Decision Authority Map
- Role Interface and Stakeholder Matrix
- Knowledge, Skill, and Responsibility Profile
- Role Profile Quality Review Checklist

Day 4: Evaluation Factors and Levels

- Analytical Job Evaluation Factor Architecture
- Factor Definition and Evidence Standard
- Factor-Level Progression Scale
- Factor Overlap and Double-Counting Test
- Gender-Neutral Factor Design Review

Day 5: Weighting and Point-Factor Scoring

- Factor Weighting Rationale Matrix
- Point Allocation and Scale Design Model
- Factor-Level Scoring Worksheet
- Threshold and Score Distribution Analysis
- Scoring Evidence and Rationale Record

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Day 6: Benchmark Roles and Calibration

- Benchmark Role Selection Criteria
- Paired Role Comparison Method
- Evaluation Panel Calibration Protocol
- Inter-Rater Consistency Review
- Benchmark Library and Version Register

Day 7: Grade Structure Design

- Score-to-Grade Conversion Table
- Grade Boundary and Overlap Analysis
- Career Level and Role Family Architecture
- Anomaly and Compression Diagnostic
- Grade Structure Validation Dashboard

Day 8: Quality, Equity, and Appeals

- Evaluation Bias and Adverse Pattern Screen
- Equal-Value Evidence Review
- Quality Assurance Sampling Plan
- Job Evaluation Appeal Intake and Review Process
- Decision Audit Trail and Exception Register

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Day 9: Implementation and Maintenance

- Job Evaluation Implementation Roadmap
- Stakeholder Communication and Consultation Plan
- Evaluator Training and Authorization Matrix
- Role Change and Re-Evaluation Trigger Framework
- Scheme Maintenance and Periodic Review Calendar

Day 10: Job Evaluation Practice

- Exercise: Validate a Job Analysis Evidence Pack
- Exercise: Build a Role Profile and Accountability Map
- Exercise: Score and Calibrate Benchmark Roles
- Exercise: Convert Scores into a Grade Structure
- Capstone Exercise: Job Evaluation and Role Architecture Framework

Practical Exercises

The course uses suggested activities that connect role evidence, analytical scoring, grade design, and governed implementation.

- Suggested activity: challenge a job questionnaire and reconcile evidence from an incumbent and manager
- Suggested activity: test factor definitions, levels, and weights for overlap and bias
- Suggested activity: calibrate role scores and investigate inconsistent panel judgments
- Suggested activity: defend grade boundaries, exceptions, and review triggers using documented evidence

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FAQs

Who suits advanced job evaluation and role architecture training?

HR, reward, organization design, and evaluation professionals who already interpret job descriptions and organization structures suit the training. The course assumes practical exposure to role documentation or grading decisions.

How does advanced job evaluation differ from compensation management training?

Advanced job evaluation determines the relative internal value of roles through evidence, factors, scoring, and governance. Compensation management training covers the wider design and administration of pay practices, market positioning, and reward policies.

Why use analytical factors in job evaluation?

Analytical factors separate job demands into defined components, making comparisons traceable and allowing evaluators to document why roles receive different scores. Clear factors also support consistency reviews and bias checks.

How should job evaluation panels calibrate scores?

Panels should compare evidence against defined factor levels, use benchmark roles, record rationales, and investigate material scoring differences. Calibration improves consistency without replacing professional judgment.

Conclusion

Participants take back a Job Evaluation and Role Architecture Framework containing evidence standards, role profiles, factors, weights, scoring tools, benchmarks, grade logic, governance, appeals, and review controls. It makes job-value decisions traceable across functions. HR teams can use it to implement and maintain a consistent evaluation scheme.