

2 – DAY

# UNDERSTANDING JOB ANALYSIS AND DRAFTING EFFECTIVE COMPETENCY BASED JOB DESCRIPTION

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## INTRODUCTION

What is Job Analysis? Job Analysis is an important function of Human Resource Management to understand a particular job. It is performed to gain appropriate information about the job, to identify and verify the contents, the responsibilities, skills required and importance. Defining the type, the why and how of a specific job. An organisation performs job analysis and evaluation to be able to design new organisational roles, align roles and pay, manage succession, define career growth prospects for employees, review current compensation structure, assess legal compliance of pay policies and implement benchmark pay structures.

## METHODOLOGY

- Group discussion
- Case study
- Presentations
- Hands-on session

## COURSE OBJECTIVES

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

- Understand Job Analysis (JA) and Job Description (JD)
- Differentiate between JA and JD
- Explain the importance and benefits of the two
- Determine the techniques and methods
- Learn various stages involved in the process of JA and JD
- Design effective and appropriate JD
- Align organisations' goals and culture with pay structure and compensation system
- Set a benchmark by comparing and implementing different techniques and creating ample opportunities for employees
- Understand analytical and non-analytical jobs
- Build an enthusiastic and motivated workforce
- Define the independence of the job and classify its accountability

## WHO SHOULD ATTEND?

- Human Resource Practitioners
- Human Resources Managers/ Executives/ Supervisors
- Office Managers
- Administration Managers
- Administrators and General Affairs Managers, Executives and Officers
- Personal Assistants and Confidential Secretaries

# PROGRAM OUTLINES

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## MODULE 1: INTRODUCTION TO JOB ANALYSIS AND JOB EVALUATION

- What is Job Analysis (JA) and Job Evaluation (JE)?
- Difference between JA and JE
- Importance and Benefits of JA and JE

## MODULE 2: FUNDAMENTALS OF JOB ANALYSIS AND JOB EVALUATION

- Analysing the corporate environment; key roles and activities
- Understanding the role and responsibilities of Human Resource
- Collaborating with line managers and stakeholders
- Assessing competencies with each job profile

## MODULE 3: JOB ANALYSIS TECHNIQUES

- Defining the role of the job analyst
- Various techniques and methodologies
- Designing an appropriate job profile
- Gathering, assessing, and maintaining information

## MODULE 4: METHODOLOGIES OF JE

- Assessing various elements and factors of a job, comparing for the importance
- Job classification, assessing analytical and non-analytical jobs

## MODULE 5: DESIGNING AND IMPLEMENTING

- Assessing the links between JA and JE
- Designing the guidelines and procedures
- Implementing the framework
- Designing the compensation guidelines
- Assessing, analysing, and communicating the outcomes
- Managing amends

## MODULE 6: PROCESS OF JA AND JE

- Identifying the need for the job
- Appointing a team
- Identifying the main outcomes
- Analysing individuals performing the job as well as the one's reporting
- Gathering, maintaining and analysing the information and documents
- Proposing amends

## MODULE 7: EMPLOYEE MOTIVATION

- Annual increment and bonus
- Incentives, coupons and gift cards
- IJP's and promotions
- Non-monetary benefits
- Leaves and health benefits

## MODULE 8: DESIGNING JOB DESCRIPTION

- Collaborating with line managers and stakeholders
- Connecting with employees to determine the job requirements
- Observing how the task is being performed, frequency and time required, ways to perform the job
- Considering the important components – Job title, classification, qualification required, pay scale, competencies, role and responsibility, other duties etc.
- Defining the behavioural and functional competencies; assigning weightage

## MODULE 9: PURPOSE AND APPROACH OF JA AND JE

- Identifying the parameters to understand the role and responsibilities of a job and its relation to other jobs
- Appropriate utilisation of methods to analyse a job
- Identifying the physical needs of the job
- Touching the safety and security aspect
- Anticipating the changing responsibilities
- Utilising information for training, appraisal, and compensation

## MODULE 11: RECRUITING AND HIRING

- Identifying the need
- Evaluate internal resources for fitment
- Deciding the compensation grade
- Conducting the interviews
- Onboarding and training the candidate
- Lack of communication between management and employees
- No or less cooperation
- Inability to maintain a balanced and unbiased approach