

Job Evaluation Pilot Program – Proposal

10 December 2025

Pilot Purpose & Goals:

Purpose of the proposed JET Pilot

Project validation and viability

Validate the JET tool: Ensure the JET tool meets the needs of stakeholders and post cultural skills adaptation performs as expected when being used for evaluation.

Assess feasibility of the proposed evaluation process: Determine if the proposed evaluation process and evaluator training module is sound and fit for purpose – i.e. produces good quality, demonstrably fair evaluation outcomes when being used by evaluators trained using the proposed training program.

Test scalability: Evaluate if the evaluation process / evaluator training can be scaled up effectively to be used with the larger group of individuals covered outside the pilot.

Risk and requirement management

Identify and mitigate risks: Uncover potential challenges and develop strategies to address them before a full implementation is rolled out.

Refine requirements: Build on the project's scope and assess any further changes needed by testing the concept in a real-world environment.

Work through unexpected changes: Learn about potential issues and the need for changes to the tool, process or training module in advance of the program going live to allow for amendments to be made.

Goals of the JET Pilot

The goals for the JET pilot project are to validate the JET tool and process, to identify and mitigate risks, gather data, gather stakeholder feedback, and optimise processes before a full-scale launch.

Goals

- To ensure enough evaluations are undertaken to test the amended tool fully
- That the cultural amendment work is tested and reviewed to ensure it functions as intended in a real-life situation
- To provide enough completed evaluations to confirm if the evaluator training program is performing as expected across the trainee group
- To provide important information about the functioning of the panels and the proposed panel structures documentation and processes
- To allow the progression from 'novice to expert' for evaluators trained for the pilot

Pilot Proposal:

Pilot Assumptions

Assumptions

- Individuals taking part in this pilot program will come from nominations from both Health NZ and Union groups
- Training for evaluators will be supplied on the basis of proposed training plan hours required estimates and in line with the number of participants outlined in the pilot option's estimates
- Health NZ Leaders will release staff as needed to complete this activity (training and pilot)
- The maximum amount of time each trained evaluator needs to be away from clinical duties will be restricted by the size of the pilot to no more than 40% of FTE for the duration of the pilot
- The roles covered in the pilot will be chosen after discussion with union partner groups and clinical leaders

Proposal for pilot composition

(based on feedback received so far)

- **450** roles to be evaluated (approximately **10%** of the group in coverage for this project)
- The pilot will include interim (formal) review points at the 100, 175 and 300 evaluations mark, so that concerns raised can be remediated and tested before the full review is completed. **When 300 roles have been evaluated, the Steering Group will have the option to move on from the pilot to the full implementation stage if it believes the purpose and goals of the pilot have been fulfilled to the standard required.**
- Job evaluation panel size will be 4 evaluators drawn from all disciplines in the pilot group (split evenly across Health NZ nominated evaluators and Unions nominated evaluators) and a chair from the P&C area
- This equates **to 4500** hours of evaluators time at 1 role per panel, per hour. This includes preparation time of up to 1 hour, per person, per panel
- If evaluators are available for up to 40 hours over one month (20 hours of panels and 20 hours of preparation) then 40 evaluators need to be trained along with 10 chairs (to allow for attrition and non availability) over a **four-month** period
- This equates to 7 or 8 training courses (of 12 individuals where possible) needing to be run to provide enough suitably qualified individuals for the pilot. Training course hours will be additional to those identified above
- Roles for the pilot will be chosen from across the full range of roles covered by the pilot. **It is recommended that the 450 roles be split, nursing – 200 roles, Allied, Scientific & Technical – 220 roles and Midwifery 30 roles – to maintain relativities within the different clinical disciplinary groupings.**
- Agreed quality activities will run alongside the pilot to test the suitability of the arrangements in measuring quality outcomes

Comments

Recommendations to the Steering Group

- This number of evaluations will be sufficient to fully test the amended tool
- It will provide important information about the functioning of the panels and the proposed panel structures
- It will be sufficient to allow for the progression from novice to expert for those evaluators trained for the pilot
- It will provide enough completed evaluations to confirm if the training program is performing as expected across the trainee group
- It will take up to 5 - 6 months to complete (both training and evaluations)
- **It will meet the requirements for a successful pilot**

Pilot Support Activities:

Proposed JET evaluator training plan

Proposed training sessions

(Proposal is 8 hours formal training + 6 hours of homework for sign off)

	Hours	
Formal Training	8	
Homework to achieve certification	6	1.8 days per person
If 12 trainees attend each course	22 days of training & development delivered per course	

Training Preparation

	Hours	
Gathering course nominations - Admin	40	
Designing training course	60	Completed already
Preparing materials for the course	60	Completed already
Booking courses / sending out invites / changing dates, etc....	60	
Total	220	27 days of Trainer effort

Homework for certification purposes

Post Course Assessment

- Each attendee will be required to complete 6 job evaluations post attending the course
- These jobs will be selected at random from a wider pool of pre-evaluated roles conducted by expert JET evaluators. This will be done to limit the potential for course attendees 'pooling' their responses
- All homework / evaluations will be submitted to the Project Team for review and certification within 15 working days
- Certification will require that 6 evaluations (with rationales) are submitted for review and that 4 are substantially similar (80 to 85%) to the evaluation outcomes provided by the expert user
- If it is clear that an evaluator is not using the tool correctly or needs further training or guidance, help will be provided or further training arranged

Proposed next steps:

Next steps



- Agree final pilot composition
- A representative sample of roles to be evaluated to be agreed by steering group for the pilot
- Identify holders of the roles selected for pilot and begin discussions around how the materials needed for the pilot will be developed (reviewed PDs and completed Job Information Forms)
- Identify individuals to be trained as evaluators and chairs for the pilot program
- Finalise job evaluation training module content and other supporting materials
- Confirm logistics plans around timescale for delivering training and conducting the evaluation pilot
- P&C partners to be identified and briefed on their roles in the pilot process
- Engagement briefings with regional and district clinical leaders to be held in early December