

NICVA PAYSCALES using NJC pay points 6- 49

Important information about our payscales

In our website article on 6 June 2016, (<http://www.nicva.org/article/njc-pay-two-year-deal-agreed-for-2016-18>) we confirmed that in May 2016, the NJC payscales for 1 April 2016 – 31 March 2018 had been agreed. NJC payscales are pay points 6 to 49.

NICVA is in no way involved in negotiating or setting NJC pay. NJC pay points 6 – 49 are negotiated nationally for Local Government Services by the employer and trade union sides of the National Joint Council.

NICVA develops the salary scales below and extends the upper scale by the same percentage increase (in this case 1%) up to point 65.

Please note NJC payscales are based on Local Government working hours of 37.5 per week. NICVA working hours are 35 per week, therefore NICVA uses the same NJC scales based on a 35 hour week; this is not pro-rata'd.

NICVA's salary scales are guidance only and indicate the hours, general duties, skills and level of responsibility which is reflective of each particular scale; it is not an exhaustive or prescriptive list, it is intended as guidance and not to dictate how organisations should pay their staff. **The descriptions of types of posts attributed to the scales should not be used in isolation to set pay in your organisation but as part of a wider objective exercise using the guidance below.**

Guidance on setting pay in your organisation

You should put in place an objective system to ensure fair pay for each role:

- **Responsibility** - who is responsible for setting pay? Ideally there should be someone or a committee who review pay to ensure consistency.
- **Policy** – have a clear policy. Ensure employment contracts are clear in terms of pay, the scales used, progression and how increases are attained/applied.
- **Job Role** - Have you set a clear job and person specification which identifies the duties of the role and the experience and skills required to do the role?
- **Benchmarking*** – What are other similar organisations paying similar roles?
- **Job evaluation** – This is a method of determining on a systematic basis the relative importance of a number of different jobs. Someone trained in job evaluation may carry this out for you.
- **Equal Pay** – ensure your pay policy is not discriminatory and that there is equal pay for work of equal value. This may be for the same or a similar job.
- **Organisational pay** – what are other roles paid relative to this role?

*NICVA's social economy business Sector Matters can provide a benchmarking service for your organisation. If you wish to find out more please contact Sector Matters on 028 9087 5015. For general HR advice contact NICVA's HR Manager on 028 9087 7777.

Spinal Point	01-Jan-15	Scale	01-Apr-16	01-Apr-17
6	£13,614	SCALE 1	£14,514	£15,014
7	£13,715		£14,615	£15,115
8	£13,871		£14,771	£15,246
9	£14,075		£14,975	£15,375
10	£14,338		£15,238	£15,613
11	£15,207		£15,507	£15,807
11	£15,207	SCALE 2	£15,507	£15,807
12	£15,523		£15,823	£16,123
13	£15,941		£16,191	£16,491
14	£16,231	SCALE 3	£16,481	£16,781
15	£16,572		£16,772	£17,072
16	£16,969		£17,169	£17,419
17	£17,372		£17,547	£17,772
18	£17,714	SCALE 4	£17,891	£18,070
19	£18,376		£18,560	£18,746
20	£19,048		£19,238	£19,430
21	£19,742		£19,939	£20,138
22	£20,253	SCALE 5	£20,456	£20,661
23	£20,849		£21,057	£21,268
24	£21,530		£21,745	£21,962
25	£22,212		£22,434	£22,658
26	£22,937	SCALE 6	£23,166	£23,398
27	£23,698		£23,935	£24,174
28	£24,472		£24,717	£24,964
29	£25,440	SO 1	£25,694	£25,951
30	£26,293		£26,556	£26,822
31	£27,123		£27,394	£27,668
32	£27,924	SO 2	£28,203	£28,485
33	£28,746		£29,033	£29,323
34	£29,558		£29,854	£30,153
33	£28,746	PO1	£29,033	£29,323
34	£29,558		£29,854	£30,153
35	£30,178		£30,480	£30,785
36	£30,978		£31,288	£31,601
35	£30,178	PO2	£30,480	£30,785
36	£30,978		£31,288	£31,601
37	£31,846		£32,164	£32,486
38	£32,778		£33,106	£33,437
38	£32,778	PO3	£33,106	£33,437

39	£33,857		£34,196	£34,538
40	£34,746		£35,093	£35,444
41	£35,662		£36,019	£36,379
41	£35,662	PO4	£36,019	£36,379
42	£36,571		£36,937	£37,306
43	£37,483		£37,858	£38,237
44	£38,405		£38,789	£39,177
44	£38,405	PO5	£38,789	£39,177
45	£39,267		£39,660	£40,057
46	£40,217		£40,619	£41,025
47	£41,140		£41,551	£41,967
46	£40,217	PO6	£40,619	£41,025
47	£41,140		£41,551	£41,967
48	£42,053		£42,474	£42,899
49	£42,957		£43,387	£43,821
Official NJC pay points stop at point 49. NICVA and some local council scales go up to point 65. These are for guidance only.				
49	£42,957	PO7	£43,387	£43,821
50	£43,874		£44,314	£44,757
51	£44,794		£45,242	£45,694
52	£45,726		£46,183	£46,645
52	£45,726	PO8	£46,183	£46,645
53	£46,665		£47,132	£47,603
54	£47,646		£48,121	£48,603
54	£47,646	PO9	£48,121	£48,603
55	£48,647		£49,133	£49,625
56	£49,639		£50,133	£50,635
57	£50,623		£51,129	£51,641
57	£50,623	PO10	£51,129	£51,641
58	£51,611		£52,127	£52,648
59	£52,595		£53,121	£53,652
60	£53,573		£54,109	£54,650
60	£53,573	PO11	£54,109	£54,650
61	£54,558		£55,104	£55,655
62	£55,556		£56,112	£56,673
63	£56,553		£57,119	£57,690
62	£55,556	PO12	£56,112	£56,673
63	£56,553		£57,119	£57,690
64	£57,528		£58,104	£58,685
65	£58,522		£59,107	£59,698

Scales	Types of Posts
1 – 2	Administrative/Clerical/Finance/Accounts, Care staff, Receptionist, Caterer, Support staff, Trainee Staff. Regular or routine duties may include clerical duties, or semi-skilled manual work. Junior or trainee roles in non-admin functions. Often work under supervision or direction.
3 – 4	Secretary, Finance/Admin staff, Care Assistant, Accounts Clerk. A range of clerical and admin tasks. Assists in projects, research and specialist admin or clerical duties. Have specific skills or knowledge such as word-processing or book-keeping, or is more generally involved in supporting other staff with clerical and related services, with minimum supervision.
5	Research/Development/Project Assistant (usually responsible to a Coordinator), Supervisory, Office Manager, PA, Senior administrative staff. Specialist administrative or clerical duties may involve supervision of others. Requires specialist technical input for some clerical positions but is not classified as technical or management. Follows standard procedures, requiring much local or technical knowledge in limited area.
6	Development/Education/Publications/Information/Fundraising/Advice Officer, Clerical supervisor/ Training or Care Staff. Professional/technical expertise with either detailed operational expertise in specific areas or broad development skills. May be responsible for operation of a unit within a department or home or assisting or reporting to specialist staff or Manger. May have some supervisory responsibility for less experienced staff. Receives on-the-job training, assisting more senior staff or working on simple projects. Work is assigned with detailed instructions and is subject to close supervision. Guidance should always be made available.
Senior Officer 1	Information & Development Officer, Senior Advice Officer, Project Coordinator, Specialist, Professional, Technical Staff (usually applies where there is limited budgetary or staffing responsibility). Senior professional or functional expertise responsible for specific functional specialism and responsibilities. May lead small team or project, performs responsible and varied duties within projects. Work is assigned in terms of detailed objectives and priorities with support and guidance on areas of difficulty. Responsible to Functional Manager or Director.
Senior Officer 2	As above but with greater budgetary and staffing responsibilities. Senior professional or functional expertise. Management responsibility for small team or project. May hold the title of Manager.

PO1 – PO2	<p>Functional/Project Manager, Finance/ Human Resources/IT/Fundraising/Development/Centre Manager. Management responsibility for a small function, sub-function or project, reports to Director, Deputy/Assistant Director, Senior Manager (Chief Executive in smaller organisations). Plans, conducts and coordinates work of some complexity and is responsible for staff within a specific business area. Work is assigned in terms of general objectives and priorities but guidance is to be sought on policy or unusually complex problems. Work is reviewed for effectiveness only.</p>
PO3 – PO4	<p>Function/dept or Unit Head, Senior Function Head with full responsibility for a complete function or activity without membership of a Board/Committee and/or senior management team. Responsible for service delivery and the administration of a function, with some policy information. Has full hands-on responsibility for projects, including long-term and short-term planning with budgetary control and decisions on work programmes. Receives senior manager/executive direction on generic objectives. Work is reviewed only for adherence to policy and general effectiveness. May be a member of a larger operational management team. Responsible to the Chief Executive, Directors.</p>
PO5 – PO7	<p>Deputy/Assistant Director, Operations Director (could apply to Chief Executive/Executive Director in smaller organisations depending on scale/size/income etc). Head of Department or Functions with membership of the Board/Committee and/or senior management team. Overall responsibility for matters across function, region or defined activity. Formulation and implementation of policy in a major functional area. Receives executive direction on broad corporate policy but may retain discretion on matters of local policy. Has responsibility for overseeing the implementation of corporate decisions and staff across the whole organisation at a strategic rather than operational level. Responsible to the Chief Executive, Board or Management Committee.</p>
PO8	<p>Deputy to Chief Executive as well as having own PO5-7 responsibilities.</p>
PO9 – PO12	<p>Chief Executive, Director, Chief Officer (applicable in larger organisations depending on scale/size/income etc) with considerable staffing and budgetary responsibilities. Primary responsibility for the organisation with overall responsibility for initiating corporate policy and decision-making and applying the board or committee’s strategy. Works unsupervised. Responsible to the Board/Committee for the overall performance of the organisation. Has responsibility for staff across the whole organisation at a strategic rather than operational level.</p>