



## NJC PAYSCALES

Agreement has now been reached on rates of pay applicable from **1 April 2013**. The new rates are in line with a pay increase of 1.0%. Spinal Column Point **4** will be deleted with effect from the 1 October 2013. The award is backdated to 1 April 2013.

(NJC scales 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-rated)

**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 below should not be used in isolation to set salary scales but as part of a more effective range of implements which should also include objective processes such as benchmarking and/or job evaluation.

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.

<b>Senior Officer 1</b>	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.
<b>Senior Officer 2</b>	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.
<b>PO1 – PO2</b>	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.
<b>PO3 – PO4</b>	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.
<b>PO5 – PO7</b>	Deputy/Assistant Director, Operations Director (e.g. organisations with income of £500,000 or greater; could apply to Chief Executive/Executive Director in smaller organisations e.g. income £250,000 to £500,000) 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.
<b>PO8</b>	Deputy to Chief Executive as well as having own PO5-7 responsibilities.
<b>PO9 – PO12</b>	Chief Executive, Director, Chief Officer (applicable in larger organisations, e.g. income of £500,000 or above) 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.

## SCALES

NJC SPINAL POINT	FINAL SCALE APRIL 2009	FINAL SCALE APRIL 2013	SCALE
4	£12,145	£12,266	Scale 1
5	£12,312	£12,435	
6	£12,489	£12,614	
7	£12,787	£12,915	
8	£13,189	£13,321	
9	£13,589	£13,725	
10	£13,874	£14,013	
11	£14,733	£14,880	
11	£14,733	£14,880	Scale 2
12	£15,039	£15,189	
13	£15,444	£15,598	
14	£15,725	£15,882	Scale 3
15	£16,054	£16,215	
16	£16,440	£16,604	
17	£16,830	£16,998	
18	£17,161	£17,333	Scale 4
19	£17,802	£17,980	
20	£18,453	£18,638	
21	£19,126	£19,317	
22	£19,621	£19,817	Scale 5
23	£20,198	£20,400	
24	£20,858	£21,067	
25	£21,519	£21,734	
26	£22,221	£22,443	Scale 6
27	£22,958	£23,188	
28	£23,708	£23,945	
29	£24,646	£24,892	SO 1
30	£25,472	£25,727	
31	£26,276	£26,539	
32	£27,052	£27,323	SO 2
33	£27,849	£28,127	
34	£28,636	£28,922	
33	£27,849	£28,127	PO 1
34	£28,636	£28,922	
35	£29,236	£29,528	
36	£30,011	£30,311	
35	£29,236	£29,528	PO 2
36	£30,011	£30,311	
37	£30,851	£31,160	
38	£31,754	£32,072	
38	£31,754	£32,072	PO 3
39	£32,800	£33,128	
40	£33,661	£33,998	
41	£34,549	£34,894	

41	£34,549	£34,894	PO 4
42	£35,430	£35,784	
43	£36,313	£36,676	
44	£37,206	£37,578	
44	£37,206	£37,578	PO 5
45	£38,042	£38,422	
46	£38,961	£39,351	
47	£39,855	£40,254	
46	£38,961	£39,351	PO 6
47	£39,855	£40,254	
48	£40,741	£41,148	
49	£41,616	£42,032	
49	£41,616	£42,032	PO 7
50	£42,505	£42,930	
51	£43,396	£43,830	
52	£44,299	£44,742	
52	£44,299	£44,742	PO 8
53	£45,208	£45,660	
54	£46,158	£46,620	
54	£46,158	£46,620	PO 9
55	£47,129	£47,600	
56	£48,089	£48,570	
57	£49,043	£49,533	
57	£49,043	£49,533	PO 10
58	£50,000	£50,500	
59	£50,953	£51,463	
60	£51,901	£52,420	
60	£51,901	£52,420	PO 11
61	£52,855	£53,384	
62	£53,822	£54,360	
63	£54,788	£55,336	
62	£53,822	£54,360	PO 12
63	£54,788	£55,336	
64	£55,733	£56,290	
65	£56,695	£57,262	