



gradar  
the job evaluation engine

# Designing & Managing Your Job Architecture

Project Guide For Pay Transparency



# Why do you need a job architecture?

With the EU Pay Directive and current national legislation already changing the landscape of compensation and the importance of equitable compensation structures, it's more crucial than ever for organisations to stay compliant with new pay transparency legislation.

A huge part of compliance comes from building a robust job architecture - using point-factor-based job evaluation to create an organisation-specific framework that aligns your employees with jobs based on requirements and responsibilities.

Not only is this analytical job grading approach the foundation for good compensation work, development processes and career pathing - it's also a formal requirement of new EU legislation around pay transparency.



# It's time to prepare for pay transparency

To direct you on your journey, we've created a step-by-step guide to design and build a rock-solid job architecture to ensure fair, transparent rewards structures.

Here are the key steps...

1. ORGANISATIONAL ANALYSIS

2. JOB EVALUATION

3. COMPENSATION STRUCTURING

4. PAY GAP ANALYSIS

→ [Click into each project stage to learn more...](#)

# Organisational analysis

A robust job architecture (JA) should be based on your organisation's specific needs, structure and philosophy – so the first stage of any successful JA project is a detailed organisational analysis that answers the following questions:

- How is the organisation structured?
- Which departments are in the company?
- Which roles make up each function?
- How many career levels do you want?
- What is your organisation's pay philosophy?
- What are your specific project targets?

By gathering this information, you give yourself the best chance of understanding the organisation and putting a meaningful job architecture in place (as opposed to implementing an inconsistent structure that won't defend against equal pay claims!)

[Watch a video of our job architecture management solution...](#)



Grade	Anchor Jobs	Corporate	Automotive	Engineering Services	Financial Services	Tourism	YourCo LLC
21		Management Vicepresidente ejecutivo – Corporate					
19		Management Head of Finance – Finance Vice President Corporate Human Resources – Human Resources	Management Senior Vice President Dealership Network – Dealership / Retail / Sales			Management Director comercial – Sales	
18		Management Adviseur Arbeid en Verzuim – Corporate Head of Business Development & Strategy – Business Development Senior Vice President Procurement – Procurement	Project Management Senior Vice President Project Management – Research & Development	Management Senior Vice President Engineering Services – Engineering Services			Management SALES DIRECTOR – YourCo LLC
17		Management Director Human Resources – Human Resources Finance Manager – Finance	Management Plant Manager – Manufacturing / Production Senior Manager R&D – Research & Development				

# Job evaluation

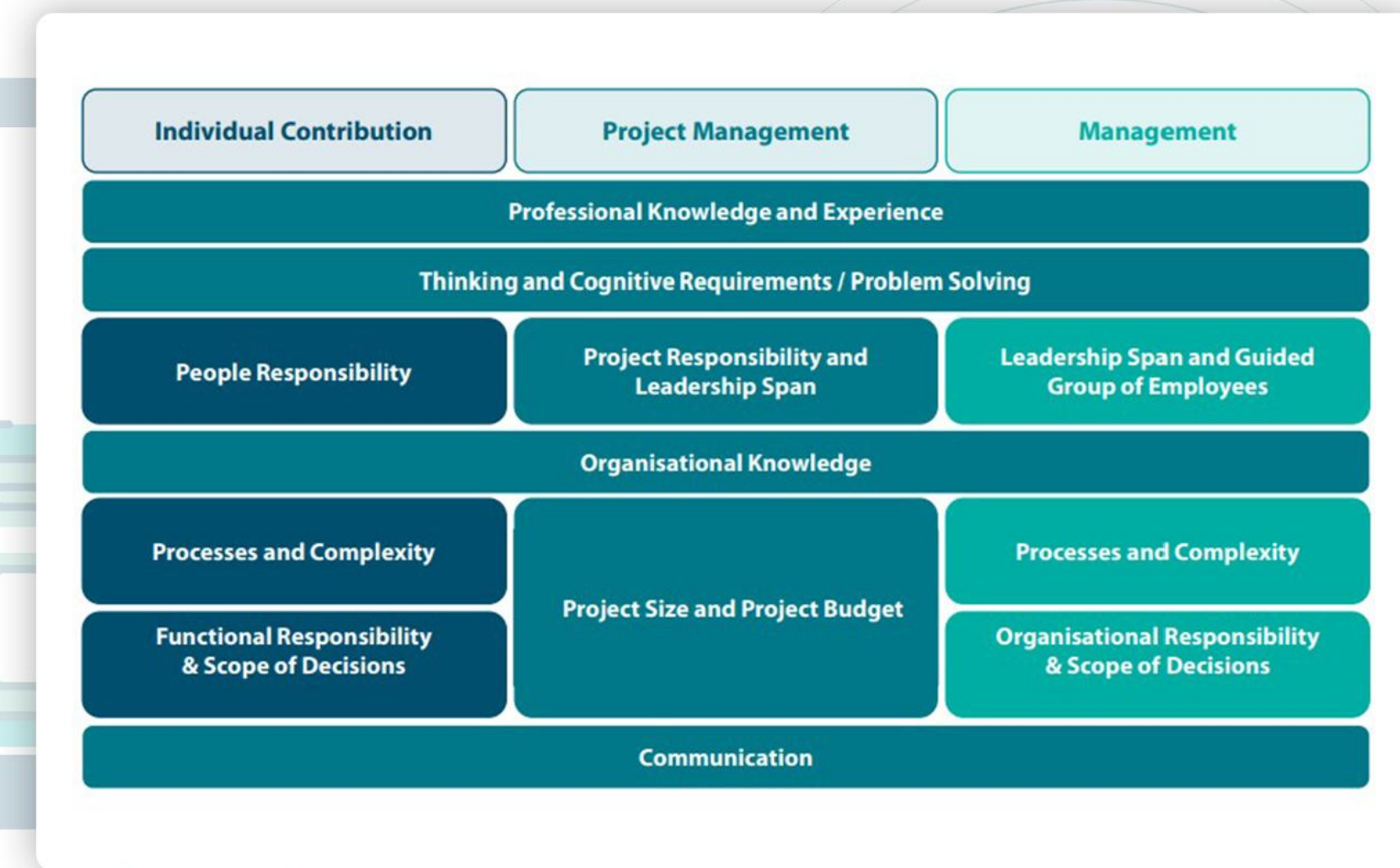
After the organisational analysis, you'll have clearly defined the roles and responsibilities of each job, crucial for the second phase of the project - job evaluation (now a legal requirement of the EU Pay Transparency Directive!)

gradar is an affordable, accessible software that supports your organisation with the job evaluation process - analysing each role in your workplace through our detailed grading system and compliant point-factor-based method.

Through this process, you'll define the job level and determine the relative value of each job within the organisation. You can then view each job in a real-time cross comparison based on its grade - the starting point for a job architecture map.

To assist with recruitment, talent management and succession planning, gradar will instantly translate your job grading results into seven job family and grade-specific competencies.

[Watch this video guide on how to grade your first job...](#)



# Compensation structuring

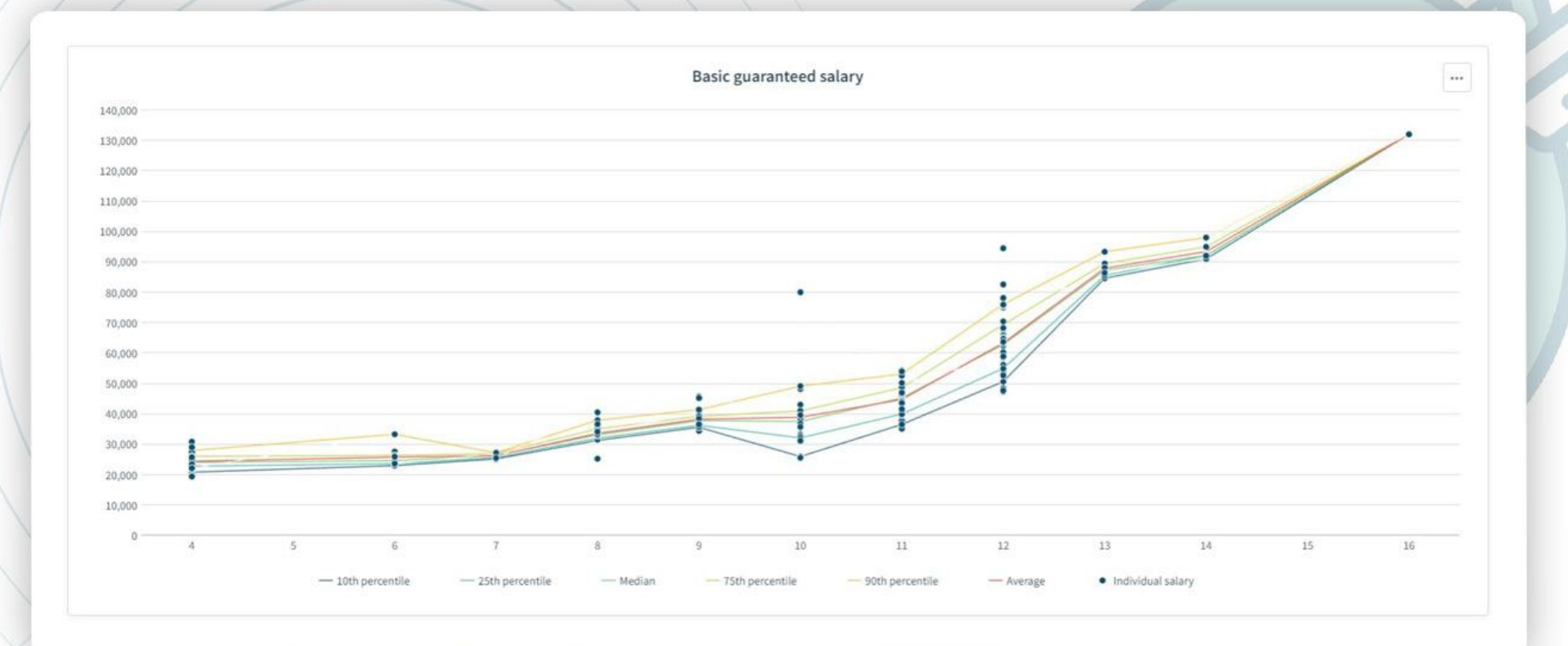
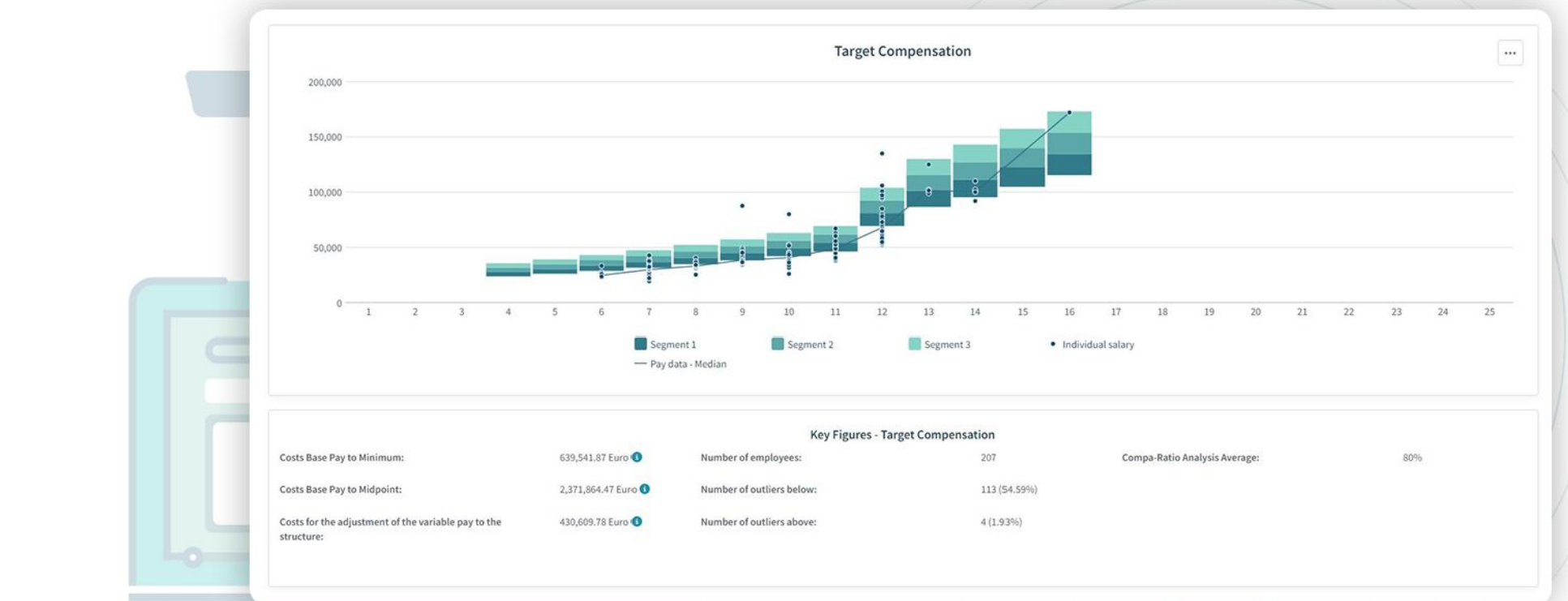
Based on job-evaluation results, your organisation should perform pay analytics to help structure effective remuneration systems – a hugely important next step for building your job architecture and effectively implementing your pay philosophy.

The gradar system can be used to do this automatically – just upload pseudonymised employee data to instantly generate a compensation analysis graph showing a distribution of salaries by grade.

With this information – and the ability to see each individual role and its salary – your organisation can get a clear overview of its internal pay practices, viewing outliers above and below any pay bands built into the system.

From there, it's an ongoing process to optimise your pay through discussions with management and regular analysis of your compensation structures.

[Watch this video to see our compensation structuring in action...](#)



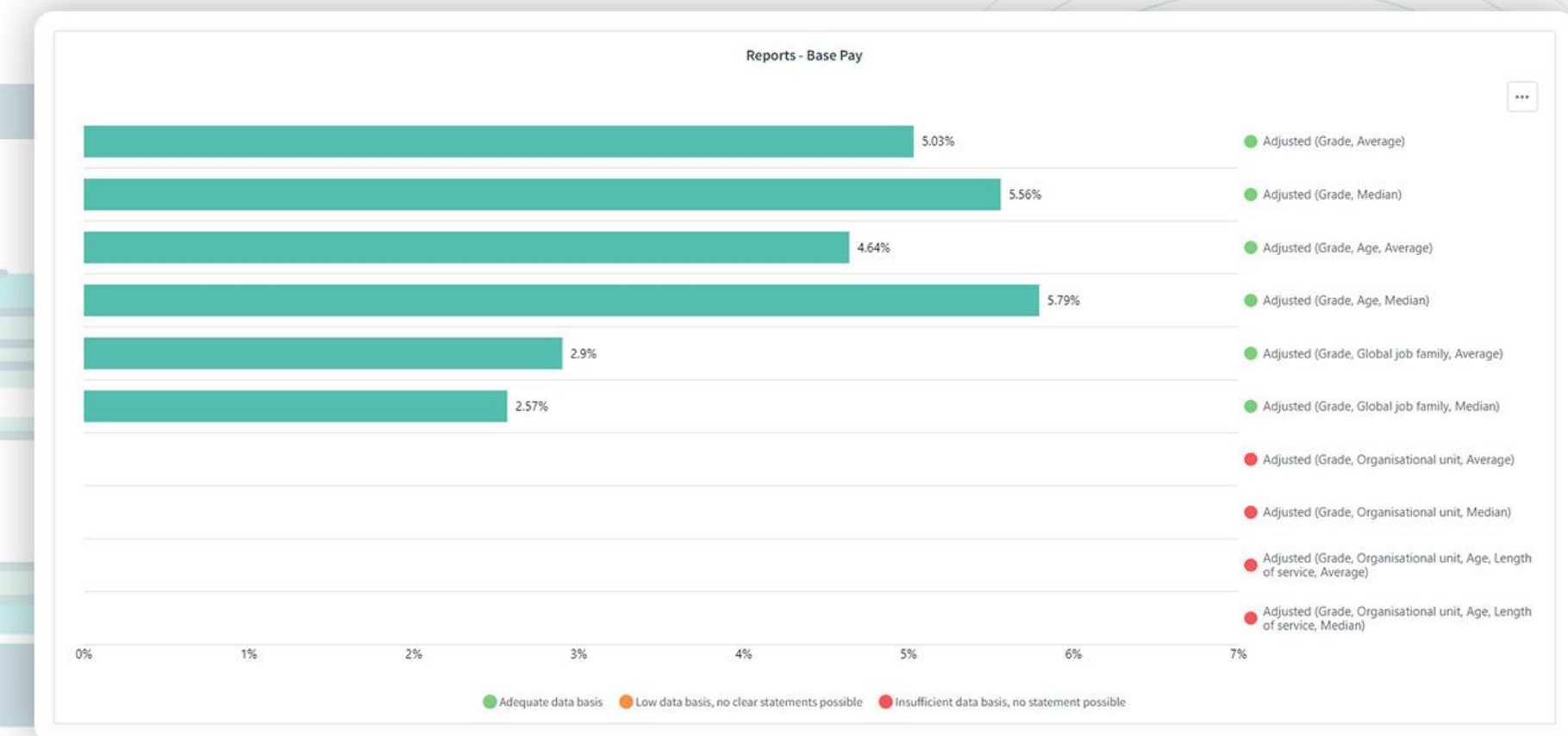
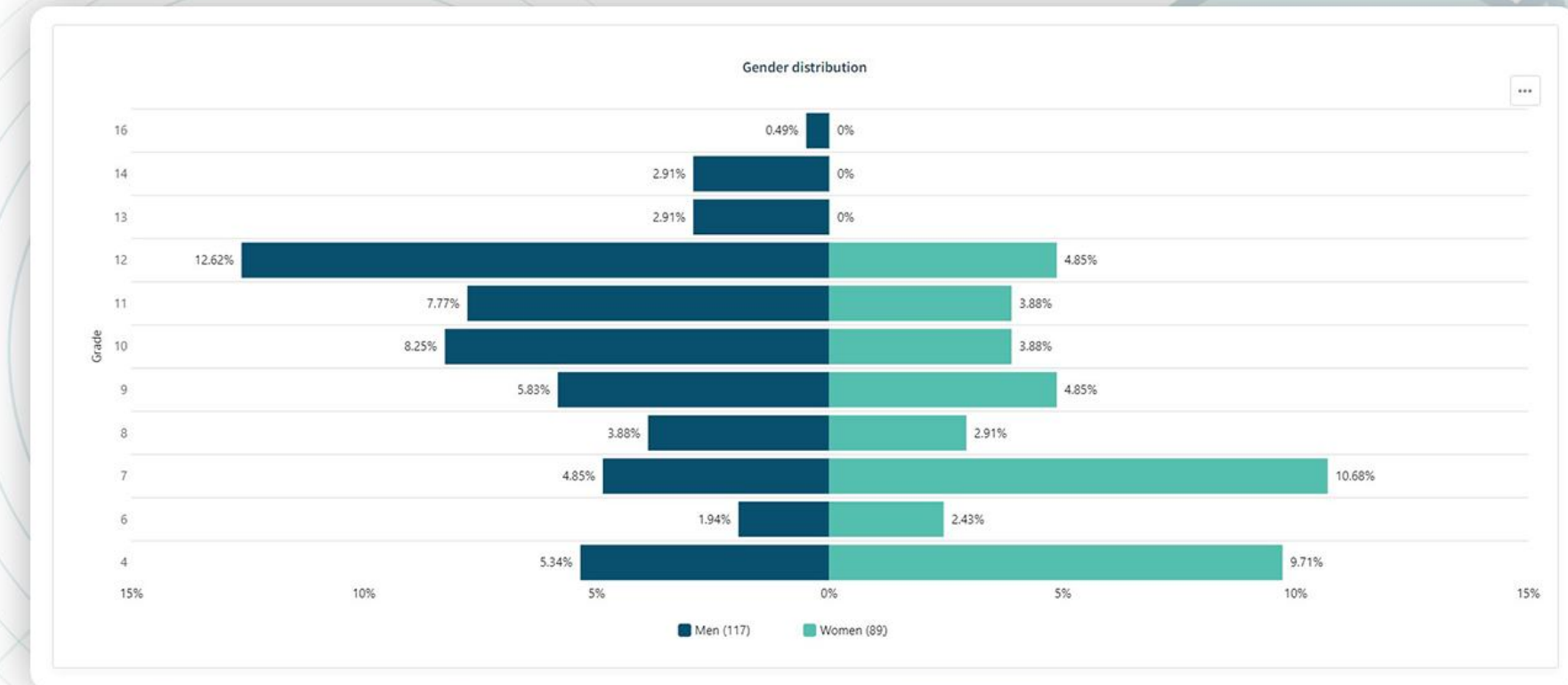
# Pay gap analysis

While job evaluation and compensation structuring are part of any successful job architecture project, other elements are also taken into account - including market benchmarking and equal pay analysis.

For market benchmarking, the gradar system converts job grading results into benchmark job codes and uses a smart dashboard to run analysis against market rates and help set your salaries at the right level.

For equal pay analysis, our system uses job grades to deliver a deep-dive analysis of your internal salaries - dealing with any issues around pay equity and ensuring your organisation is fully compliant with rules and regulations in your location.

[Watch this video for a breakdown of our equal pay features...](#)



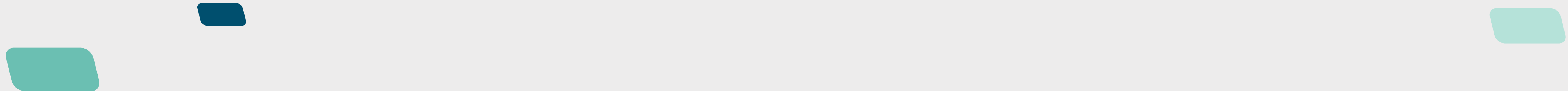
# What comes next?

It's important not to underestimate the power of a job architecture project within your organisation - especially given emerging pay transparency legislation.

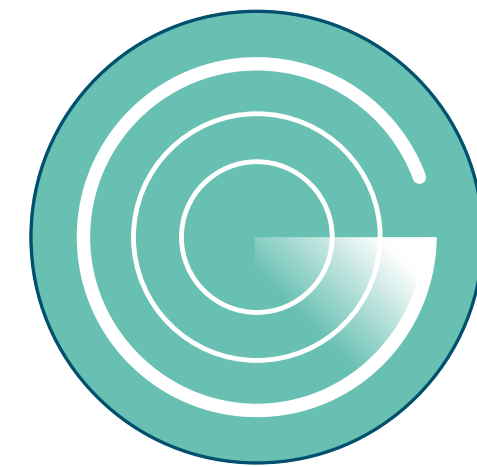
This is a change management process that will have an ongoing impact on your workplace, so it's important to include management and trade unions in certain steps and keep employees regularly updated along the journey.

To ensure you follow the right approach for your organisation (and ensure compliance with the EU Pay Directive!) working with digital tech solutions like gradar can make a positive difference.

We've confirmed our commitment to pay transparency and creating equitable compensation structures - and we can help you achieve the same for your workplace.







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This is all the job-related data in your **business in one place.**

This is the most comprehensive job evaluation platform **on the planet.**

This is the job grading system for the **modern workplace.**

