

## NJC PAYSCALES

The cost of living increase is **2.95%** for 2006/2007 (effective from 1 April 2006).  
(Scales are based on 37.5 hours per week).

NICVA's salary scales are guidance only and indicate the general duties, skills and level of responsibility which is reflective of each particular scale; it is not an exhaustive list.

Scales	Types of Posts
1 – 2	Administrative/Clerical/Finance/Accounts/Care Assistant, Receptionist, Caterer, Support staff. Regular or routine duties often under supervision or direction.
3 – 4	Secretary, Finance/Administrative Officer. Administrative staff. A range of clerical and admin tasks. Assists in projects, research and specialist admin or clerical duties. Has 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.
5	Research/Development/Project Assistant (usually responsible to a Co-ordinator), Supervisory, Office Manager, PA. Senior administrative staff. Specialist administrative or clerical duties often involving 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. Professional/technical expertise with either detailed operational expertise in specific areas or broad development skills. 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 (usually applies where there is limited budgetary or staffing responsibility). Senior professional or functional expertise. May lead a 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 problems or areas of difficulty.
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	Functional/Project Manager, Finance/ Human Resources/ Fundraising/Development Manager Management responsibility for a function or project, reports to Deputy/Assistant

	Director, Senior Manger. Plans, conducts and co-ordinates work of some complexity. 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.
PO3 – PO4	Function/dept or Unit Head without membership of a Board/Committee and/or senior management team. May be a member of a larger operational management team. 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.
PO5 – PO7	Deputy/Assistant Director, Operations Director (could apply to Chief Executive/Director in smaller organisations) Head of Department or Functions with membership of the Board/Committee and/or senior management team. 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.
PO8	Deputy to Chief Executive/Director as well as having own PO5-7 responsibilities
PO9 – PO12	Chief Executive/Director (applicable in larger organisations with Considerable staffing and budgetary responsibilities). Top management, has full control over senior staff with overall responsibility for initiating corporate policy and decision-making. Work unsupervised but may be based on consultation with members of the senior management team. Responsible to the Board/Committee for the overall performance of the organisation.

For further information or clarification please contact Human Resources at NICVA, [susan.lavery@nicva.org](mailto:susan.lavery@nicva.org) or phone 028 9087 7777.

### SCALE 1 TO SCALE 6

	<u>Scale From 1/04/05</u>	<u>Scale From 1/04/06</u>	<u>Points</u>
<b>Scale 1</b>	-	-	
	-	-	
	-	-	
	-	-	
	£ 11,127	£ 11,454	<b>5</b>
	£ 11,286	£ 11,619	<b>6</b>
	£ 12,018	£ 12,372	<b>8</b>
	£ 12,642	£ 13,014	<b>10</b>
	£ 13,458	£ 13,854	<b>11</b>
<b>Scale 2</b>	£ 13,458	£13,854	<b>11</b>

	£ 13,737	£14,142	<b>12</b>
	£ 14,106	£14,523	<b>13</b>
<b>Scale 3</b>	£ 14,364	£ 14,787	<b>14</b>
	£ 14,664	£ 15,096	<b>15</b>
	£ 15,015	£ 15,459	<b>16</b>
	£ 15,372	£ 15,825	<b>17</b>
<b>Scale 4</b>	£ 15,675	£ 16,137	<b>18</b>
	£ 16,260	£ 16,740	<b>19</b>
	£ 16,854	£ 17,352	<b>20</b>
	£ 17,469	£ 17,985	<b>21</b>
<b>Scale 5</b>	£ 17,922	£ 18,450	<b>22</b>
	£ 18,450	£ 18,993	<b>23</b>
	£ 19,053	£ 19,614	<b>24</b>
	£ 19,656	£ 20,235	<b>25</b>
<b>Scale 6</b>	£ 20,295	£ 20,895	<b>26</b>
	£ 20,970	£ 21,588	<b>27</b>
	£ 21,654	£ 22,293	<b>28</b>

### **SENIOR OFFICER SCALES**

#### **SENIOR OFFICER GRADE I**

<b><u>Scale From 1/04/05</u></b>	<b><u>Scale From 1/04/06</u></b>	<b><u>Points</u></b>
£22,512	£23,175	<b>29</b>
£23,265	£23,952	<b>30</b>
£24,000	£24,708	<b>31</b>

#### **SENIOR OFFICER GRADE II**

<b><u>Scale From 1/04/05</u></b>	<b><u>Scale From 1/04/06</u></b>
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£24,708	£25,437	32
£25,437	£26,187	33
£26,157	£26,928	34

**PRINCIPAL OFFICER RANGES**

	<b><u>Scale From 1/04/05</u></b>	<b><u>Scale From 1/04/06</u></b>	<b><u>Points</u></b>
<b>PO1</b>	£25,437	£26,187	<b>33</b>
	£26,157	£26,928	<b>34</b>
	£26,703	£27,492	<b>35</b>
	£27,411	£28,221	<b>36</b>
<b>PO2</b>	£26,703	£27,492	<b>35</b>
	£27,411	£28,221	<b>36</b>
	£28,179	£29,010	<b>37</b>
	£29,004	£29,859	<b>38</b>
<b>PO3</b>	£29,004	£29,859	<b>38</b>
	£29,958	£30,843	<b>39</b>
	£30,747	£31,653	<b>40</b>
	£31,557	£32,487	<b>41</b>
<b>PO4</b>	£31,557	£32,487	<b>41</b>
	£32,361	£33,315	<b>42</b>
	£33,168	£34,146	<b>43</b>
	£33,984	£34,986	<b>44</b>
<b>PO5</b>	£33,984	£34,986	<b>44</b>
	£34,746	£35,772	<b>45</b>
	£35,586	£36,636	<b>46</b>
	£36,402	£37,476	<b>47</b>
<b>PO6</b>	£35,586	£36,636	<b>46</b>
	£36,402	£37,476	<b>47</b>
	£37,212	£38,310	<b>48</b>
	£38,010	£39,132	<b>49</b>
<b>PO7</b>	£38,010	£39,132	<b>49</b>
	£38,823	£39,969	<b>50</b>
	£39,636	£40,806	<b>51</b>
	£40,461	£41,655	<b>52</b>

<b>PO8</b>	£40,461	£41,655	<b>52</b>
	£41,292	£42,510	<b>53</b>
	£42,159	£43,404	<b>54</b>
<b>PO9</b>	£42,159	£43,404	<b>54</b>
	£43,047	£44,316	<b>55</b>
	£43,923	£45,219	<b>56</b>
	£44,796	£46,116	<b>57</b>
<b>PO10</b>	£44,796	£46,116	<b>57</b>
	£45,669	£47,016	<b>58</b>
	£46,539	£47,913	<b>59</b>
	£47,406	£48,804	<b>60</b>
<b>PO11</b>	£47,406	£48,804	<b>60</b>
	£48,276	£49,701	<b>61</b>
	£49,161	£50,610	<b>62</b>
	£50,043	£51,519	<b>63</b>
<b>PO12</b>	£49,161	£50,610	<b>62</b>
	£50,043	£51,519	<b>63</b>
	£50,904	£52,407	<b>64</b>
	£51,786	£53,313	<b>65</b>