

Job Evaluation

These procedures will apply to all job evaluations, post Framework implementation.

1. Purpose

- 1.1 To provide guidance on the operation of the job evaluation process

2. Scope

- 2.1 This procedure covers all academic, support and service staff posts in the University, up to and including Grade 10.

3. The Job Evaluation Scheme

- 3.1 The University will use the Hay Guide Chart Profile Method of Job Evaluation to provide a framework for consistent judgements to identify and measure differences between jobs.

Grades	Total Job Size
1	
2	0 - 62
3	63 - 84
4	85 – 134
5	135 – 191
6	192 – 268
7	269 – 370
8	371 – 518
9	519 – 734
10	Above 734

- 3.2 The job evaluation process will:

- a) consider the post and not the personality or performance of the post holder
- b) be based upon an assumption of standard, competent performance to ensure consistency
- c) evaluate jobs as they exist now and not how they are used to operate or might operate in the future.

- 3.3 The job evaluation system makes comparative judgements relating to:

- a) Know-How – the knowledge, skill and experience required for standard acceptable performance. It considers the requirement for technical and professional skills, expertise and experience, the amount of planning and organising required and the requirement to work with and through others.
- b) Problem Solving – the thinking required for analysing, evaluating, creating, reasoning, arriving at and drawing conclusions; the extent to which this thinking is covered by precedents or circumscribed by standards; and the degree of creativity or original thought required.
- c) Accountability – the freedom to act measured through the existence or absence of constraints by managers, committees and procedures and the impact of that action on the University.

4. Job Evaluation Panels

- 4.1 All panels will consist of three trained evaluators.
- 4.2 All evaluators are required to keep their training up to date through practice. Evaluators who have not undertaken a panel over a course of a year will be required to undertake refresher training before sitting on a job evaluation panel.
- 4.3 As far as is reasonably practicable panels will maintain a gender balance.
- 4.4 The panel will always contain a majority of members from the relevant staff grouping e.g. a majority of academic staff evaluators will be included on panels considering academic staff posts.
- 4.5 Panels will not include evaluators working directly in the work area of the post under consideration
- 4.6 Panels will not include evaluators where their position would be influenced by the outcome of the evaluation.
- 4.7 All Panels will include a trained evaluator from a relevant trade union.

5. Process – New Posts

- 5.1 Where existing job descriptions are used no evaluation will be required. Where changes are made to existing job descriptions the procedures in 5.2 onwards will be followed.
- 5.2 A job description, candidate specification and job evaluation questionnaire should be completed and forwarded to the Human Resources Manager assigned to the School/Service.
- 5.3 Details will be forwarded to the next available Panel meeting and a grade assigned.

6. Process – Changes to existing posts

- 6.1 Changes to a post will only alter the grading if these changes are substantial and material. The nature of the work must have changed. Changes to the standard of performance and/or changes to workload will not affect grade outcomes.
- 6.2 The relevant manager should agree a revised job description, candidate specification and job evaluation questionnaire with the employee and submit these to the Human Resources Manager. An initial assessment will be made to identify material changes to the post. Where these are not identified the post will not proceed to evaluation and the manager should have further discussions with the employee.
- 6.3 Where material change is identified the post will be forwarded to the next available Panel meeting and a grade assigned.

7. Grade Outcomes

- 7.1 Where a job is upgraded, the individual will be placed on the bottom scale point of the new grade. All evaluation outcomes will be effective from, and backdated to, the date it was confirmed that the individual undertook the role.
- 7.2 Where a job is downgraded, the individual will be placed on the top point of the new grade.
- 7.3 Incremental progression will proceed as normal.

7.4 An annual report of all evaluations will be provided to the PRG and the Joint Consultative Committee.

8. Grade Appeals

8.1 Where an individual is dissatisfied with the outcome of the job evaluation an informal meeting can be requested with Human Resources (and a member of the job evaluation panel, if no Human Resources representative on the panel) to discuss the reasons for the evaluation outcome. The employee is entitled to be represented at this meeting by a friend or trade union representative. The purpose of the meeting is to provide feedback on the evaluation. It is not to negotiate the grade.

8.2 If the employee remains dissatisfied they can request a second evaluation. The panel will contain a majority of members from the relevant staff grouping, including a trade union representative from the relevant group.

8.3 The decision of the second evaluation panel is final.

9. Reporting

9.1 An annual report of job evaluation panels and outcomes will be considered by the Joint Consultative Council