

Job Evaluation – Managers Guide (see Appendix 1 flowchart)

What is Job Evaluation?

Job Evaluation is 'a method of determining, on a systematic basis, the relative importance of a number of different jobs'.

While this definition in itself is relatively straight forward, the process of job evaluation can be complicated by the subjectivity of the scheme and the 'human factor' involved.

Writing a job description

It is helpful, when writing a job description, to remember that the job evaluation process looks at the role and its requirements, not the person/people occupying the role. This will help in ensuring the job description is written and pitched at the correct level. If you need assistance in writing a job description or person specification please contact the HR team.

How do I decide if a role needs to be evaluated?

There are 3 main reasons for evaluation

- 1) When a new position has been created
- 2) When a current job description for a vacancy does not meet the needs of the team
- 3) When the duties and/or responsibilities of an existing post have significantly changed over time and the job occupant is currently carrying out these changed duties or responsibilities.

In these circumstances it will be necessary to make changes to the job description and person specification.

The proposed new or amended job description and person specification should be discussed with the employee and then submitted to your BMG manager and forwarded to the HR Team by email for evaluation.

What is the role of the HR Advisor?

The HR Advisor will objectively assess the job description against 9 factors: Supervisory and Managerial Responsibility, Decisions Made, Supervision Received, Work Complexity, Contacts, Creative Work, Education, Experience.

Using the job description and person specification as the main source of information about the role, the Adviser will determine the level at which the role sits against each of the 9 factors.

The HR Advisor may contact you to seek clarity over elements of the job description/person specification, to understand the level of a particular accountability or to discuss where you feel the role fits within the team.

How will I be informed of the outcome?

The HR Adviser will meet you to talk through how the outcome has been reached and what this means in terms of salary scale for the role. This will be confirmed via email.

Employee Re-Evaluation Requests

Can an employee request that their Job Description is re-evaluated?

Yes - An employee may request re evaluation of their job description in the circumstances outlined below. However it should be noted that all jobs can be expected to change their character, constituent tasks, and to have alterations in management responsibilities or reporting lines from time to time. This alone will not give grounds for re-grading unless the changes are to a reasonable degree of significance.

Within the context of the points made above, an employee may request that their job description is validated where they:

- Do not feel the job description reflects the role
- Have seen a comparable job advertised elsewhere in the organisation that is afforded a higher salary scale

In these circumstances the employee can discuss their request for re evaluation with the appropriate line manager (where this is not the BMG Manager) followed by a formal request in writing to the relevant BMG Manager.

What should the written request for re-evaluation contain?

- 1) The reasons why the employee believes their current job description does not meet the requirements of the role
- 2) What changes they believe should be made to the job description.

What do I do if I agree with the re-evaluation request?

If you (and the BMG manager where applicable) agree to the proposed changes to the job description, the amended job description should be sent to HR for re evaluation.

What do I do if I do not agree with the re-evaluation request?

Alternatively, if it is not felt that the job description requires re evaluation the BMG Manager/line manager should discuss the reasons with the employee and follow this up with a written response.

Can the employee appeal against the decision not to re-evaluate?

Yes, an employee can raise a concern through the grievance procedure. This must be focused on the role requirements rather than their individual capability and/or performance in the role.

If re-evaluation results in a change in salary scale when will this change take effect?

A change in salary scale will be effective from the date of re-evaluation.

Where an employee has requested re-evaluation the change will be effective from the date of a written request.

In many instances therefore any resulting enhanced salary will be paid at the next available pay date in accordance with payroll deadlines, backdated if necessary to the effective date.

Job Evaluation Appeals (see Appendix 2 flowchart)

Can an employee appeal if their post has been re evaluated and they are unhappy with the outcome?

Yes, they can appeal. The appeal must be:

- Made in relation to the scale of the post, not the point of the salary scale to which the post is to be assimilated.
- Based on the job description that was approved for evaluation (additional points may not be added to the job description at appeal stage)

How is an appeal made?

Step 1

The employee should raise an appeal with you within 10 working days of receipt of the job evaluation outcome. In response, you should arrange a meeting with the employee and HR to discuss the rationale for the decision.

If the employee is still not happy with the result?

Step 2

The employee should follow the Appeals Procedure (click through) and should submit a written appeal to the SMT lead which sets out their reasons for disagreeing with the outcome.

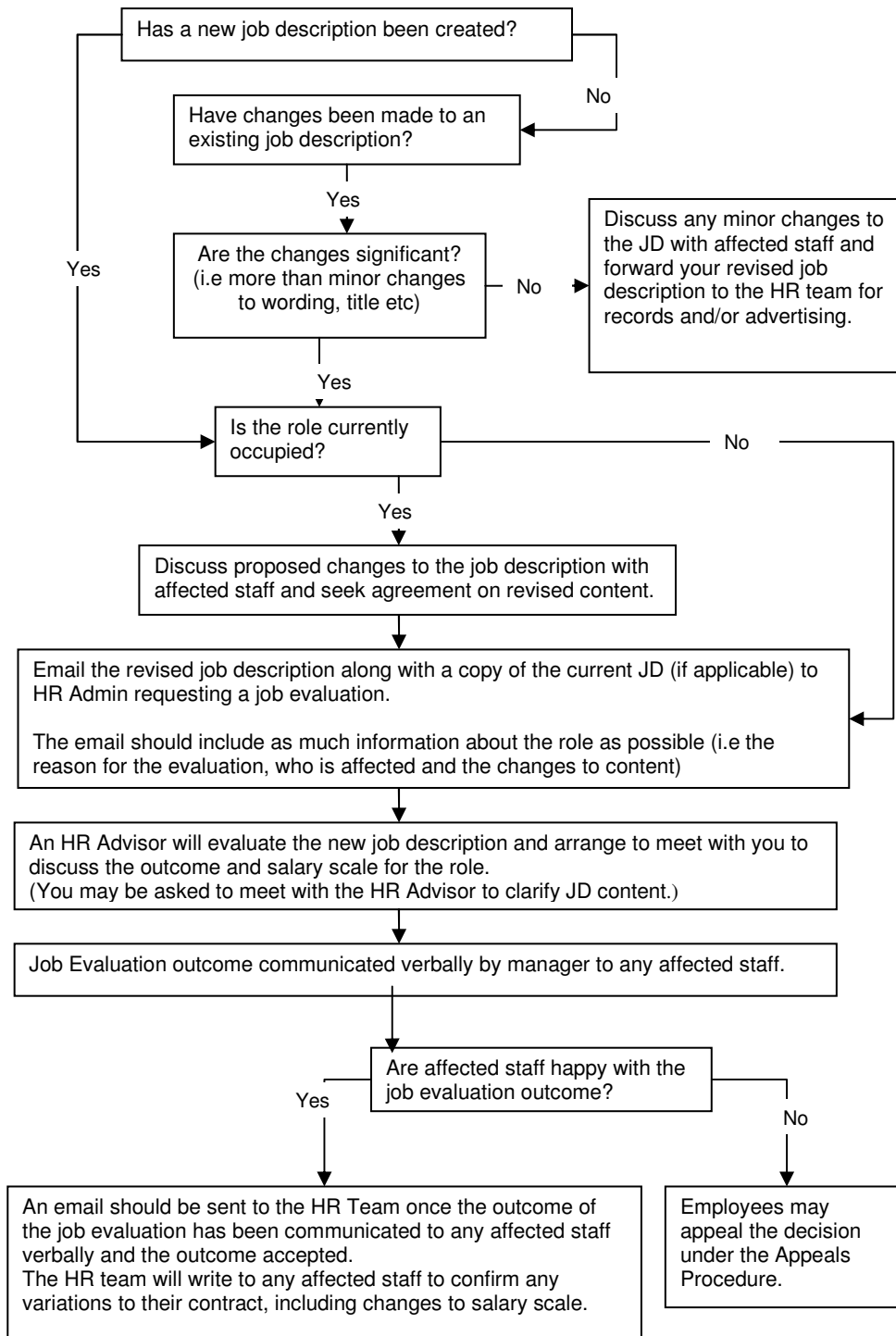
As per the Appeals Procedure, a senior manager will be appointed as Chair to consider the original job evaluation outcome. Where appropriate, an HR Advisor may be requested to review the job evaluation scores with the allocated appeal Chair.

The Appeal Chair may also want to meet with you and/or the employee to clarify any points of appeal. The employee will be provided with at least five working days' notice of the meeting and may be accompanied by a staff representative/workplace colleague.

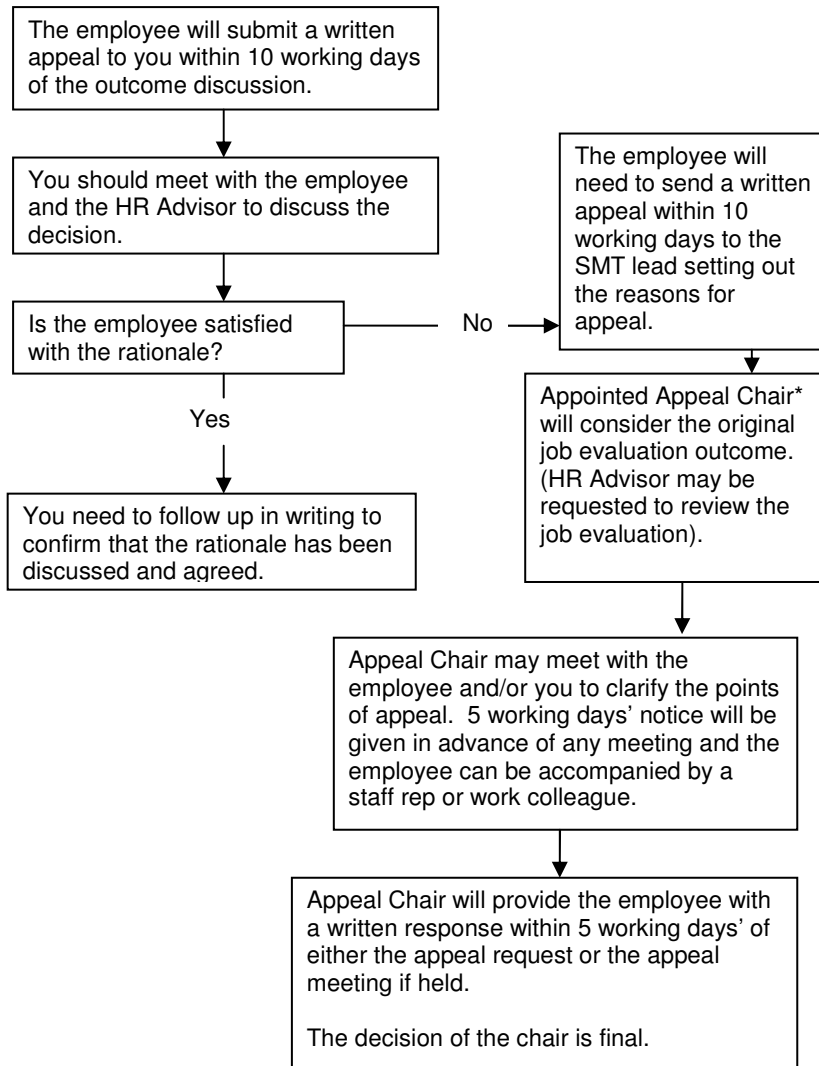
The appeals Chair will provide the employee with a written response to their appeal, where possible within 5 working days' of the appeal request or within 5 working days of any appeal meeting if held. The decision of the chair is final.

An employee may only submit one application for re-evaluation within a 12 month period unless he/she can establish that this would be unreasonable based on significant job changes since the last evaluation request.

Appendix 1 - Job Evaluation Managers Procedure



Appendix 2 - Job Evaluation Appeal Procedure (Information for Managers)



* The SMT lead will identify a suitable senior manager not previously involved to chair the appeal and to give a final decision.