

## Managers Guidance on Job Evaluation

### Process

When you are creating a new post or where an increase in pay band is anticipated for an existing post, you must seek authorisation from the relevant Senior Management Team (SMT) and Finance.

Any submission for the grading of a new post or re-grade of an existing post **must** be submitted via HR Direct in the first instance who will allocate your request to an appropriate Senior HR Consultant.

Senior HR Consultants can help you with the following:

### **Grading of New Posts**

You will need to discuss the role with the Senior HR Consultant and the anticipated pay band, so they are able to:

- answer any questions and provide any appropriate assistance you may need to help you complete the necessary documents
- advise you on any relevant National Profiles
- ensure that the proposed new post fits into the existing structure
- advise you of any potential impact on other posts within the function
- advise the anticipated pay band is consistent with similar posts across the organisation.

### **Existing Post (Major Changes or Re-grade Request)**

You should contact HR Direct, advise them that you wish to review a Job Description (JD) and Person Specification (PS) and ask for unprotected copies of the post you wish to review. HR Direct will ensure you have the support of a Senior HR Consultant. You will need to contact them to discuss your proposed amendments. They will ensure that you have access to any other relevant previous documentation i.e. Additional Information Sheet (AIS) or Job Analysis Questionnaire (JAQ). All amendments must be made using the “tracked changes” option.

Where there are existing employees in post and proposed changes are expected to affect:

- working practices
- responsibilities
- the current pay band

Changes will need to be agreed in consultation with all parties, including staff side where appropriate, before being submitted.

For employees who want their JD to be reviewed, they must, in the first instance discuss this with you as any changes to JDs need to be agreed by all parties, and appropriate approval levels must be sought

### **Existing Post (Minor Changes)**

If the changes made are considered to be minor you should contact HR Direct to obtain unprotected copies of the JD & PS to ensure the latest version is always being updated.

All amendments should be made using the “tracked changes” option and submitted via the Senior HR Consultant.

Once the Senior HR Consultant is happy that the documentation is “fit for purpose” they will submit to Workforce Specialist Services (WSS).

### **Workforce Specialist Services**

The team will ensure all submissions for grading are dealt with in the agreed Service Level Agreement (SLA) and submitted to the next available panel for grading.

### **New Post**

If the grading outcome does not achieve the anticipated pay band, WSS will forward the grading report to the Senior HR Consultant who will advise you of the next step.

### **Re-grade**

If the anticipated pay band is not achieved the employee may ask for a review of the panel outcome to be undertaken. Refer to Job Evaluation Review Procedure for more information. Available from People First – Human Resources (HR) – Job Evaluation & Grading – Policy Documents.

All updated JD's and / or PS's will be version controlled and password protected. These documents will be sent to you, together with the grading report for your records, via the Senior HR Consultant. Please note that only the version held in the Recruitment Library can be used for recruitment.

### **Minor Changes**

WSS will review the changes to ensure that they do not affect the current pay band.

### **Service Level Agreement:**

- Senior HR Consultant will submit paperwork via ServiceNow **7** working days prior to planned panel.
- Jobs will be submitted to panel for grading within **5** working days of request being lodged via ServiceNow.
- Feedback following failure to achieve required pay band will be within **5** working days of panel.
- Consistency Panel will be held within **7** working days of the panel.
- Final outcome will be notified to the Senior HR Consultant within **5** working days of the CCP together with relevant documentation.