

TOP TIPS FOR MANAGERS: GRADING

Benefits		
All tips given below will help to reduce the length of time it takes to get an acceptable outcome to the grading of a new post or a re-grade of an existing.		
Grading Tip		
<ul style="list-style-type: none"> • Access “People First” for latest documentation and advice. 		
<ul style="list-style-type: none"> • Where to go for all JE enquiries. • Contact HR Direct – they will provide you with any documents you require or escalate your query to the appropriate person in Workforce 		
<ul style="list-style-type: none"> • Check the availability of grading panels via HR Direct to reduce waiting time – if pre-arrange panels are fully subscribed it can take a little while to set up further panels. 		
<ul style="list-style-type: none"> • Do not use “buzz words” Panel members will not be from your work area and may not understand these. 		
<ul style="list-style-type: none"> • A job description (JD) should contain sufficient information to describe major responsibilities and essential functions; however, the document should not include every detail of how and what work is performed. Use plain English and no acronyms. 		
<ul style="list-style-type: none"> • When referring to systems try to keep the reference generic. This ensures that the JD remains current even when minor changes occur. 		
<ul style="list-style-type: none"> • Spending time on writing your JD will in the long run save time. Do not use existing job for a quick fix - write to the requirements of the post. 		
<ul style="list-style-type: none"> • Set aside time in your diary to write JD – fix date in diary with HR Consult 		
<ul style="list-style-type: none"> • Refer to National Profiles when writing a new JD & PS (HR Consult will be able to help you identify any relevant profile/s). 		
<ul style="list-style-type: none"> • Be realistic as to the pay band you wish to achieve – be guided by your HR contact 		
<ul style="list-style-type: none"> • Keep the JD clear and concise for recruitment purposes only rather than adding in extra information for the grading process. 		
<ul style="list-style-type: none"> • The Additional Information Sheet (AIS) should be completed to support the grading process and should reflect and support points in the JD to help the grading panel understand the levels of responsibilities required by the postholder. A good AIS should clarify any grey areas. Ensure information in the AIS reflects and supports points in the JD and visa versa. 		
<ul style="list-style-type: none"> • Ensure information is not contradictory as this can cause delays to grading. 		
<ul style="list-style-type: none"> • Check with HR Consult for any similar posts within directorate & overall organisation to ensure consistency i.e. pay bands. 		