

JOB EVALUATION GRADING AND VALIDATION POLICY

INTRODUCTION

Tayside Contracts is committed to using the Scottish Councils' Job Evaluation Scheme to evaluate jobs and any grade changes in order to maintain the integrity of our pay and grading structure.

This policy sets out Tayside Contracts' approach to ensuring consistency in the evaluation of new jobs and the re-evaluation of existing jobs. Management initiated evaluations/re-evaluations as well as personal job re-evaluation requests by employees will be considered and processed using the procedure detailed below.

SCOPE OF POLICY

This policy applies to all employees working at all levels and grades within Tayside Contracts with the exception of Chief Officers.

EVALUATION OF A NEW JOB

All newly created permanent and temporary jobs must be evaluated and the new grade validated prior to the job being advertised. When deciding how best to fill a job, managers should ensure that all duties and responsibilities within the relevant team are distributed to bring about the most effective and efficient method of working, giving due consideration to the impact on service provision and other team members.

As a starting point the manager should draft a job description and person specification in consultation with the Principal HR Adviser and then follow the Job Evaluation Grading and Validation Procedure detailed below.

Managers should note that validation of a grade by the EOT does not constitute approval to add a new post to the Establishment. Establishment changes can only be implemented in accordance with Tayside Contracts' Establishment Control and Vacancy Management Policy.

RE-EVALUATION OF AN EXISTING JOB

A re-evaluation of an existing job can be requested by an employee or a senior manager when all of the following criteria are met:

- I. The job content has changed significantly which affects the demand and/or responsibility for: employees; services; financial resources; working environment, planning and organising; skills and experience required; etc and is anticipated to be permanent for the life of the job.
Note: An increase in the volume of work, i.e. more work of a similar nature, is a resource issue and does not justify the re-evaluation of the job.
- II. The employee has been in the post for at least 12 months.
- III. The employee has not submitted a re-evaluation request during the past 12-months.

- IV. The job is not, or is not anticipated to be, part of a management review of the Division/Unit/Section within the 6 months following submission of a request which may impact on duties/responsibilities of that job.
- V. If there is a Division/Unit/Section review which impacts on the job which takes longer than 6 months to conclude the employee may be eligible for a temporary re-evaluation of their job pending the conclusion of the review.

Re- Evaluation of Existing Job(s) – Request by a Senior Manager on Behalf of Employee(s)

A Senior Manager who wishes to pursue a re-evaluation of an existing job on behalf of an employee or group of employees should:

- I. Consult with the employee/s and agree how the role has changed in relation to the duties and responsibilities of the post.
- II. Revise the job description and person specification in consultation with the employee and Principal HR Adviser.
- III. Follow the Job Evaluation Grading and Validation Procedure set out below.

Re- Evaluation of Existing Job(s) – Request by an Employee/Group of Employees

An employee/group of employees who wish to pursue a personal re-evaluation of their job(s) should:

- I. Request a 'Personal Re-evaluation Request' pro forma and a copy of their job description and person specification from the HR Admin Team and complete the relevant section of the 'Personal Re-evaluation Request' pro forma and make any proposed changes to the job description/person specification through discussion with their line manager.
- II. The line manager should then complete their section of the pro forma and pass the completed pro forma and revised job description/person specification to their Head of Section within 21 calendar days of the 'Personal Re-evaluation Request' pro forma being issued to the employee.
- III. Should the Head of Section, following consultation with the Principal HR Adviser, consider that there are no grounds for a re-evaluation or amendments to the job description/person specification, the employee will be informed of this decision in writing within 14 calendar days of receipt of the completed pro forma and given the right of appeal against this decision.
- IV. Should the Head of Section consider that there are grounds for a re-evaluation, the completed 'Personal Re-evaluation Request' pro forma should be sent along with the revised job description/person specification to the Principal HR Adviser within 14 calendar days of receipt of the completed pro forma.
- V. On receipt of the completed 'Personal Re-evaluation Request' and revised job description/person specification, the Principal HR Adviser may require further information in order to conduct a re-evaluation. This will be through the employee and line manager/Head of Section being asked to complete a questionnaire or by the Principal HR Adviser arranging a meeting with the employee (or representative of a group of employees) and their

manager/Head of Section. The employee will have the right to be represented at the meeting by a trade union representative or accompanied by a work colleague.

- VI. The Job Evaluation Grading and Validation Procedure (at Section 6 below) will then be applied to determine any changes to the evaluation of the job.
- VII. The employee will be advised in writing by the Head of Section of the outcome of their personal re-evaluation request within 28 calendar days of the Principal HR Adviser receiving the completed 'Personal Re-evaluation Request' pro forma and revised job description/person specification

JOB EVALUATION GRADING AND VALIDATION PROCEDURE

Step 1

Head of Section forwards the new/revised job description/person specification along with the complete job evaluation questionnaire (if required) to the Principal HR Adviser and requests that it be evaluated.

Step 2

The Principal HR Adviser sets up an evaluation meeting with the Head of Section (and employee if required) and evaluates the new/revised job description using the Job Evaluation Scheme.

Step 3

The revised job description/person specification, factor levels and proposed grade are forwarded to members of the Executive Officer Team and the HR Manager, along with a justification for each factor level and an illustration of how the new/revised job features in the context of the current grade rank order of existing jobs. Should there be any disagreement over the proposed grade or scoring of any specific factor between the Head of Section and the Principal HR Adviser this will be highlighted to the EOT.

Step 4

Each EOT member advises the Principal HR Adviser by e-mail whether they are in agreement with the proposed factor levels and the resulting grade. The EOT member may request further information from the Principal HR Adviser prior to confirming their agreement or otherwise.

Step 5a (Unanimous Agreement of EOT Members)

Where all EOT members have confirmed by e-mail that they are in agreement with the evaluation outcomes the Principal HR Adviser will advise all EOT members that the new grade has been confirmed.

Step 5b (No Unanimous Agreement amongst EOT Members)

Should any EOT member not be in agreement with the evaluation outcomes the Principal HR Adviser will arrange an EOT Grading Validation meeting, chaired by the Managing Director, to discuss those factor levels where agreement has not been reached by all EOT members.

The Principal HR Adviser will attend this meeting to provide further details/explanation of the rationale behind the evaluation of the specific factors in question. The relevant Head of Section may also be required to attend this meeting.

In the event of no unanimous agreement amongst EOT members at the Grading Panel, the Managing Director's decision will be final.

Step 6 (For Grades 8 and above only)

The HR Manager will forward a short report, including costings, to the Proper Officer to seek agreement to the new/revised grade.

Step 7

The Head of Section is notified of the EOT validated grade for the job by the Principal HR Adviser.

Effective Date of Revised Grade

The effective date of a revised grade will normally be the first of the month following the EOT validation confirming the revised grade. However, each regrading will be considered on its specific merits and a backdated regrading may be authorised with the approval of the Managing Director (and, if required, the Proper Officer).

Should an employee be dissatisfied with the effective date for the regrading of their job they have the right to appeal against this decision in accordance with the appeal process below.

RIGHT OF APPEAL

Should an employee wish to appeal against the outcome of their 'Personal Re-evaluation Request', a decision that there are no grounds for a re-evaluation or amendments to their job description/person specification, or the effective date of regrading they should do so in writing to the Managing Director within 14 calendar days of receipt of the written outcome of their initial 'Personal Re-evaluation Request' request.

Appeal Against Outcome of Re-evaluation/Effective date of Regrading

The Managing Director, or nominated senior manager, will chair an appeal hearing to consider any appeals against the outcome of any re-evaluation requests and any appeals against the effective date of regradings, which will also be attended by the HR Manager or nominated representative.

The employee will be invited to attend the meeting to put their case forward and has the right to be represented by a trade union representative or accompanied at the meeting by a workplace colleague.

The relevant Head of Section may also be required to attend this hearing.

The decision of the Managing Director at the Appeal Hearing will be final and there are no other internal avenues of appeal.

Appeal Against Decision not to Re-evaluate

The Head of Unit, or nominated senior manager, will chair an appeal hearing to consider whether or not there are grounds for re-evaluation, which will also be attended by the Principal HR Adviser, or nominated representative.

The employee will be invited to attend the meeting to put their case forward and has the right to be represented by a trade union representative or accompanied at the meeting by a workplace colleague.

The relevant Head of Section may also be required to attend this hearing.

Should the decision of the panel be that there are no grounds for re-evaluation this decision will be final and there are no other internal avenues of appeal.

Should the decision be that there are grounds for re-evaluation the Job Evaluation Grading and Validation Procedure set out above will apply and the employee will have the right of appeal against the eventual outcome of the re-evaluation of their grade and/or the effective date of their re-evaluation.

RELATED POLICIES

The Job Evaluation Grading and Validation Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Recruitment and Selection Policy
- Establishment Control and Vacancy Management Policy
- Equal Pay Policy
- Equality and Diversity Policy

The above list is not exhaustive.

POLICY REVIEW

The Job Evaluation Grading and Validation Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you require a Personal Re-evaluation Request pro forma please contact the HR Admin Team on 01382 812721.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk