

Job Evaluation Policy

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CHESTERFIELD
BOROUGH COUNCIL

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SECTION 1: GENERAL GUIDING PRINCIPLES

POLICY STATEMENT

1. Chesterfield Borough Council will use the nationally agreed National Joint Council (NJC) job evaluation scheme as outlined in the Green Book terms and conditions for Local Government Services, supplemented by this local policy to ensure fairness, transparency and consistency and to comply with equal pay legislation. As a joint process, trade unions will be involved at each stage of the evaluation procedure including consultation, Job Evaluation (JE) and appeal.

SCOPE

2. This policy applies to all posts within the scope of the National Joint Council Green Book terms and conditions for Local Government Services. The policy sets out the procedure to be followed to initiate a Job Evaluation for the purposes of re-evaluating an existing job or to grade a new job. It also describes the JE appeals process.
3. Posts within the scope of the Joint Negotiating Committee (JNC) for Chief Officers and Craft and Associated Employees (Red Book terms and conditions) are not covered by this policy.

PRINCIPLES

4. Job Evaluation is a process that seeks to objectively measure the different elements or parts of a job using information provided by managers such as job descriptions and person specifications. Each element will be analysed systematically to give an overall score for the job role. All jobs are scored in the same way, giving a comparison of jobs across the organisation.
5. In using the NJC Scheme, the council is demonstrating its commitment to operating staffing structures which are free from discrimination. Furthermore, the council is committed to challenging pay inequalities and ensuring equal pay for work of equal value for all employees.
6. The grading of a post is determined by the level of responsibility contained within the role. It is not determined by the volume of work undertaken.
7. It is a managers responsibility to ensure employees are not consistently asked to undertake responsibilities beyond those appropriate to their grade and must continually review roles to ensure the job description matches the role actually performed. This should be undertaken for any vacancy or at least every 3 years.

8. The council encourages employees to grow and develop in their careers and skillsets and the JE process should not restrict development. Opportunities to develop may come through undertaking tasks at a higher level than would normally be expected of a job role. These opportunities should be carefully managed to ensure that the duties do not become established within the job role as this could have an impact to the existing job evaluation for the post. Employees who undertake higher level duties as part of ongoing self-development should acknowledge that these duties are carried out voluntarily and recorded in the PDR and will not be considered grounds for a re-evaluation of the job role.
9. Managers will have an awareness of the impact of a change of grade to their establishment and budget. Managers should ensure they have adequate budget to action any changes which may result from the job evaluation process.
10. This policy is issued by way of guidance on the council's policy and practice. It does not form part of an employee's contract of employment or otherwise have any contractual effect.

CRITERIA FOR JOB EVALUATION

11. A request for a Job Evaluation would be appropriate under the following circumstances:
 - a. A job holder can justify that there have been significant permanent changes to their duties and responsibilities since the original evaluation was undertaken
 - b. Management identify planned changes to an existing post which requires a re-evaluation
 - c. A new post is created which requires grading
12. Any job holders dissatisfied with the result of the evaluation will have the right to appeal the decision using the Job Evaluation Appeal Procedure provided they can demonstrate an error or omission in the evaluation process.

SECTION 2: PROCEDURE JOB HOLDER REQUEST FOR RE-EVALUATION

13. Duties and responsibilities of posts vary from time to time without changing the general nature of the duties or the level of responsibility. Such variations are a common occurrence and would not justify re-evaluation.
14. Job holders may request a re-evaluation where they consider their job role has changed significantly and that these changes are permanent e.g. significant changes in budgetary, line management or service responsibility. Job holders

must be able to evidence additional responsibilities rather than additional tasks by submitting the job holder request for a re-evaluation form at Appendix A to HR. The date of receipt of appendix A by HR will be the effective date of any change to the grade of the role.

15. The line manager should comment on the evidence provided by the employee using the form at appendix B and submit to HR within 2 weeks of receipt. In addition the line manager should complete the Job Evaluation approval and monitoring form (appendix C).
16. The manager will meet with the job holder(s) to discuss the evidence provided in appendix A and appendix B. Also present will be a representative from HR and the job holder(s) can be supported by a work colleague or trade union representative. They should discuss the evidence and identify any differences and agree any amendments.
16. An updated job description and person specification should be produced during the meeting with comments from both parties. The line manager should discuss with their Assistant Director the potential budgetary implications.
17. The manager will submit the relevant documents to HR detailed at paragraph 32 within 2 weeks of the meeting with the postholder(s).
18. The Assistant Director must then submit a report to vacancy control panel outlining the potential additional costs of the regrade and measures to be taken within the service area to meet the costs within existing budget. This may require restructures, reduction in the number of posts or removal of the additional duties giving rise to the request for the regrade.
19. Paragraphs 17 and 19 do not preclude an employee from requesting a re-evaluation.

MANAGER REQUEST FOR RE-EVALUATION

20. Managers are responsible for developing new roles and maintaining existing job descriptions and person specifications following changes to posts.
21. In cases where there has been a substantial change which clearly impacts on one or more of the evaluation factors then re-evaluation will be considered.
22. Where the manager has evidence that a post has changed significantly, they should initially consult with and gain formal written approval from their Assistant Director about re-evaluating the post. This approval should be gained using the Job Evaluation approval and monitoring form (appendix C).

23. The Assistant Director must then submit a report to vacancy control panel outlining the potential additional costs of the regrade and measures to be taken within the service area to meet the costs within existing budget. This may require restructures, reduction in the number of posts or removal of the additional duties giving rise to the request for the regrade.
24. Where agreement is reached that the job requires a re-evaluation the manager will update the job description and person specification before consulting with Human Resources in order to ensure that the job description and person specification meet the council's corporate objectives and competencies.

MANAGER REQUEST FOR NEW POST

25. Managers are responsible for developing new roles and the associated job descriptions and person specifications.
26. Where the manager requires a new job role to be evaluated, they should initially consult with and gain formal written approval from their Assistant Director. If this relates to a full service restructure, approval must be sought through normal channels eg cabinet and employment and general.
27. Where creation of a new post does not form part of a full service restructure the Assistant Director must then submit a business justification for the new post to vacancy control panel outlining the additional costs of the regrade and measures to be taken within the service area to meet the costs within existing budget. This may require restructures or reduction in the number of posts.
28. Where agreement is reached that the new job role requires evaluation, the manager will ensure that the job description and person specification meet the council's corporate objectives and competencies before submitting to Human Resources with the completed Job Evaluation approval and monitoring form (appendix C).

JOB EVALUATION OUTCOMES

29. There are three possible outcomes of a re-evaluation of a post. Post holder(s) and managers should take this into consideration before making any request for re-evaluation of a job role, they are:
 - a. The re-evaluation of one or more factor levels results in a change to the overall job evaluation total score which places the post in a different pay grade. The new grade can be higher or lower than the existing grade.

- b. The re-evaluation of one or more factor levels results in a change to the overall job evaluation total score which is not sufficient to change the pay grade for the post.
- c. There is no change to the job evaluation total score (although there may be changes to factor levels which offset one another) and therefore no resultant change of pay band.

CRITERIA FOR RE-EVALUATION

30. The council will only consider a request for a job evaluation if the following criteria are met:
- a. The Assistant Director is aware of the job evaluation request and submitted a report to VCP.
 - b. It must not be within twelve months of any previous request or appeal. (unless the job has changed significantly since the previous evaluation)
 - c. A job holder must have been employed in the post for twelve months or more before a request for re-evaluation can be made. (unless the job has changed significantly since the previous evaluation)
 - d. All required documentation must be completed in full and provided to HR.

PROCESS FOR JOB EVALUATION - GAUGE

32. If all the above criteria are met, the following documents should be completed and returned to Human Resources.
- a. An original job description and person specification for the post if available.
 - b. A revised job description and person specification to evidence the new or changed post requirements. These revisions should be made in tracked changes wherever possible.
 - c. An organisation structure chart to evidence any changes to the hierarchy.
 - d. Details of equivalent roles to compare to where appropriate.
 - e. Completed Job Evaluation approval and monitoring form. (appendix C)
33. An interview with a HR Job Analyst and the manager will take place within 2 weeks of receipt of all the documents listed at paragraph 32 above. The purpose of the interview will be to process the up to date job description and person specification via the computerised Gauge job evaluation system.

34. At the end of the interview the Job Overview and Question Trace will be provided to the manager to establish whether all the duties and responsibilities have been captured.
35. The results from the Gauge job evaluation system and the indicative grade will be provided to the manager.

JOB EVALUATION PANEL

36. A job evaluation panel will be convened following completion of the interview via the Gauge job evaluation system. This meeting will take place within two weeks of the Gauge interview.
31. The panel will consist of one suitably trained and experienced member of the HR team and one suitably trained and experienced representative from a recognised trade union.
32. The panel will jointly consider the information gathered during the Gauge interview against the job description, person specification and all other supporting documents provided.
33. The panel will agree the appropriate level for each of the 13 factors within the NJC job evaluation scheme and review against similar job roles before determining the grade for the post.
34. A summary of the 13 job evaluation factors can be found at appendix D.
35. The results from the panel will be moderated for organisational consistency by a separate suitably trained and experienced member of the HR team. Any issues or requests for clarification will be presented to the panel before final confirmation of the evaluated grade.

GRADE APPROVAL AND NOTIFICATION

36. Once the job evaluation has been undertaken and the score and grade for the post have been determined, confirmation of the result will be sent to the manager in writing.
37. Where there has been a change in the grade of the evaluated post, the manager should first consult with their Assistant Director for approval to implement the amended grade.
38. Where there has been an increase in the grade and budget pressures

would not enable implementation the Assistant Director should meet with the employee to explain the process and discuss a reduction in responsibilities.

39. The Job Evaluation approval and monitoring form (appendix C) should be completed and returned to Human Resources.
40. Human Resources will confirm the outcome of the job evaluation panel to the post holder(s) in writing following receipt of the completed Job Evaluation approval and monitoring form (appendix C).
41. If there is an increase of more than one grade the manager will convene a meeting with the post holder(s) to ensure suitability for the role.
42. The post holder(s) will be given 10 working days following receipt of the job evaluation decision to appeal the outcome of the re-evaluated factors using the Job Evaluation Appeals Procedure.

JOB EVALUATION APPEAL PROCEDURE

43. Any job holder dissatisfied with the result of the evaluation will have the right to appeal to HR regarding the decision using the Job Evaluation Appeal Procedure provided they can demonstrate an error or omission in the evaluation process.
51. Employees must register their intention to appeal against the grading of their post in writing no later than 10 working days following receipt of the job evaluation decision.
52. In submitting an appeal the holder(s) must set out the grounds for the appeal. These grounds must evidence any incorrect application of the scheme and identify which factors they are appealing against and set out their reasons using the 13 factors at appendix D as a guide.
53. As a first step, the appeal should be discussed informally with the post holder(s), their representative and the line manager as soon as possible. A trained HR Job Analyst should also be present.
54. If the appeal is not settled and/or withdrawn, the application must be submitted to HR for submission to a joint panel. The panel will consist of one suitably trained and experienced member of the HR team and one suitably trained and experienced representative from a recognised trade union, neither of whom have been previously involved with the previous decision/ process.

55. The decision of the Job Evaluation Appeals Panel will be final and there will be no further right of appeal either internally or externally. This does not preclude a subsequent application for a re-evaluation for increased duties and responsibilities after a period of 12 months.