

## Job Evaluation Procedure

### Purpose and Context

To provide guidance on the operation of the job evaluation process.

### Scope

This procedure applies to all staff employed by the University up to and including Grade 10.

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## 1. The Job Evaluation Scheme

- 1.1 The University uses the Hay Guide Chart Profile Method of Job Evaluation which is an analytical and factor-based system and provides a framework to systematically and consistently identify and measure differences between jobs.

<i><b>Grades</b></i>	<i><b>Total Job Size</b></i>
1	
2	0 - 62
3	63 - 84
4	85 – 134
5	135 – 191
6	192 – 268
7	269 – 370
8	371 – 518
9	519 – 734
10	Above 734

- 1.2 The job evaluation process will:
- a) consider the post and not the personality or performance of the post holder.
  - b) be based upon an assumption of standard, competent performance to ensure consistency.
  - c) evaluate jobs as they exist now and not how they used to operate or might operate in the future.
- 1.3 The job evaluation system makes comparative judgements relating to:
- a) Know-How – the knowledge, skill and experience required for standard acceptable performance. It considers the requirement for technical and

professional skills, expertise and experience, the amount of planning and organising required and the requirement to work with and through others.

- b) Problem Solving – the thinking required for analysing, evaluating, creating, reasoning, arriving at and drawing conclusions; the extent to which this thinking is covered by precedents or circumscribed by standards; and the degree of creativity or original thought required.
- c) Accountability – the freedom to act measured through the existence or absence of constraints by managers, committees and procedures and the impact of that action on the University.

- 1.4 The purpose of job evaluation is to ensure that the University maintains the principles of equal pay for work of equal value. It is not designed to address matters such as market pay or payment for additional duties and responsibilities / recognition.

## **2. Job Evaluation Panels**

- 2.1 All Job Evaluation Panels will consist of three members of staff who have received internal training in the Hay evaluation methodology.
- 2.2 All evaluators are required to keep their training up to date through practice. Evaluators who have not participated in a panel over the course of a year may be required to undertake refresher training before participating on a Job Evaluation Panel.
- 2.3 As far as is reasonably practicable, Job Evaluation Panels will maintain a gender balance and will include a trained evaluator from a relevant trade union. The panel should also aim to reflect the University's demographic and be representative of members from diverse backgrounds (including those with Protected Characteristics).
- 2.4 The Job Evaluation Panel will always contain a majority of members from the relevant staff grouping e.g. a majority of academic staff evaluators will be included on panels considering academic staff posts.
- 2.5 Job Evaluation Panels will not include evaluators working directly in the work area of the post under consideration.
- 2.6 Job Evaluation Panels will not include evaluators where their position would be influenced by the outcome of the evaluation.

## **3. Process – New Posts**

- 3.1 Where existing job descriptions are used no evaluation will be required. Where changes are made to existing job descriptions the procedures in section 4 onwards will be followed.
- 3.2 A job description, person specification and job evaluation questionnaire should be completed and forwarded to the Human Resources Manager assigned to the School/Service together with a structure chart which shows the reporting lines for the post.
- 3.3 Details will be forwarded to the next available Job Evaluation Panel and a grade assigned.

## **4. Process – Changes to existing posts**

- 4.1 Some roles may change over time depending on operational requirements however not all will undergo significant changes to warrant a re-evaluation. There must have been a significant and permanent change in the work and responsibilities of the role to affect the grade outcome. Additional or new duties at the same level of responsibility and/or complexity will not normally result in the job being graded to a higher level. Job Evaluation does not take account of the performance of the role holder; the evaluation assumes that the job is being done to a competent level.
- 4.2 The line manager should agree a revised job description, person specification and job evaluation questionnaire with the member of staff and submit these to the Human Resources Manager. An initial assessment will be made to identify significant and material changes to the post.
- 4.3 Where significant and material changes are identified the post will be forwarded to the next available Job Evaluation Panel meeting and a grade assigned.
- 4.4 Where significant and material changes are not identified, the post will not proceed to evaluation and the manager should have further discussions with the member of staff.
- 4.5 Jobs will not normally be re-evaluated within a 12-month period, unless considered under the Appeals Process outlined under section 7 or for the purposes of reorganisation.

## **5. Process – Restructures**

- 5.1 Where there is restructure planned, the School / Service should submit all impacted job descriptions to HR for consideration in the first instance.

## **6. Grade Outcomes**

- 6.1 Where a job is upgraded, the individual will be placed on the bottom scale point of the new grade. All evaluation outcomes will be effective from, and backdated to, the date it was confirmed that the individual was undertaking the full remit of the duties outlined in the revised job description, as confirmed by the line manager.
- 6.2 Where a job is downgraded, the individual will be placed on the top point of the new grade effective from the date of the Job Evaluation Panel.
- 6.3 Incremental progression will proceed as normal.

## **7. Grade Appeals**

- 7.1 Where a member of staff is dissatisfied with the outcome of the Job Evaluation Panel an informal meeting can be requested with Human Resources (and a member of the job evaluation panel, if no Human Resources representative on the panel) to discuss the reasons for the evaluation outcome. The member of staff is entitled to be represented at this meeting by a friend or trade union representative. The purpose of the meeting is to provide feedback on the evaluation, and not to change the outcome of the Panel.

7.2 If the member of staff remains dissatisfied, they can request a second evaluation. The Job Evaluation Panel will contain a majority of members from the relevant staff grouping, including a trade union representative from the relevant group wherever reasonably practicable.

7.3 The decision of the second evaluation panel is final.

## **8. Reporting**

8.1 Reporting of Job Evaluation Panels and outcomes can be provided to relevant University groups by Human Resources on request.

## **9. Training**

8.1 Human Resources will conduct training for new evaluators or refresher training on an as and when required basis to ensure there are sufficient and appropriate evaluators available to sit on job evaluation panels.

8.2 All staff members who volunteer to undertake job evaluation training will be required to sit on at least one job evaluation panel each year.

## POLICY SIGN-OFF AND OWNERSHIP DETAILS

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## REVISION HISTORY

<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.1	November 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager
V1.3	August 2020	Typographical error	HR Manager
V1.4	October 2021	Formal review. Minor amends not requiring committee approval	HR Manager
V2.0	September 2023	Formal review. Review by HR team and EDI team.	HR Manager