



Job Evaluation Procedure

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Version No	Version Date	Author	Summary of Changes
1.0	2009	Vera Bell	Original policy and procedure
2.0	2012	Angela Tebbutt	Review of procedure
3.0	2018	Clare Bassendine-Matthews	Refresh of procedure changing role of analyst and intro of validation panel

Approvals

Name	Title	Date of Approval	Version No

Distribution

Title	Date of Issue	Version No



Job Evaluation Procedure

Job evaluation is a system by which posts are assessed into grades or bands. The scheme used by Melton Borough Council is the national Job Evaluation Scheme (NJC)

There are a number of reasons why a post might be put through the evaluation process:

- A change in duties and responsibilities. This may be as a result of an organisational or departmental review.
- Creation of a new post
- A significant change in duties and responsibility over time. A manager or the post holder may request a re-evaluation. (N.B. This is not an appeal)
- To check the grade of a vacant post.
- The post has been changed to a career graded post.

Creation of new posts

The manager should determine if the new job fits with an existing job family. This is where there is a post that involves similar work. To determine if the role is of similar work the manager should consider:

- The main responsibilities and tasks
- Level of technical and procedural knowledge required for the role
- The demands of the role both physical and mental
- The levels of responsibility

If it is considered that it does fit with an existing job family the rationale should be set out and sent to HR. HR will consider this along with a benchmarking of other existing roles and if it is accepted, will record the outcome on the post file held in HR.

No further Job Evaluation is required

Employee request for re-evaluation of their post

1. The employee must first get approval from their line manager.
2. The manager must assess the reason for the request. When the reason is that there has been a **significant** change in the duties and responsibilities, he/she must decide whether or not they agree that the changes have taken place and they consider these to be significant. (If it involves more work at the same or similar level, this would not warrant a re-evaluation.)
3. Where the manager agrees that the post has changed significantly and supports the request for a re-evaluation, a request form (**appendix 1**) should be submitted by the manager to HR.
4. HR will gain approval by Management Team before a re-evaluation takes place.

If the request by the post holder for a re-evaluation is based on other issues apart from substantial change, the manager may wish to discuss with HR or their own manager before taking action.

When an employee is not given approval to progress with a re-evaluation he/she can appeal directly to Management Team providing reasons for the request. The employee's manager must provide information explaining why the request is not supported.

It is important that we evaluate posts only where necessary.

The Process

In brief the process will follow these stages:

- 1) Approval to submit a post for job evaluation is obtained from the line manager and Management Team.
- 2) The post holder in conjunction with the line manager will produce the Job Description Questionnaire (JDQ) and submit to Human Resources.
- 3) Human Resources will quality assure the JDQ prior to proceeding with any evaluation. Where necessary, for supplementary information and data, Human resources will meet with the post holder and/or line manager to review and clarify information on the JDQ.
- 4) The post will be assessed independently by HR using the job description questionnaire and indicative scores against the factors and a grade will be provided. In undertaking the assessment/scoring, HR will undertake comparison and tracking of scores against similar roles/levels and use scheme guidance to ensure consistent application of the factors.

- 5) The information including the indicative scores and grade will be submitted to a Validation Panel for evaluation. The panel will sense check the scoring process and grade against the job evaluation factors. This may be completed individually and remotely without the need to convene a panel meeting providing scoring consensus is achieved. The T3 manager will be responsible for chairing the job evaluation panel and will notify HR in writing whether the panel agrees with the indicative scoring and grading. Where the post is a T3 post the responsibility will lie with the relevant Director.
- 6) In the event that the scoring and grading consensus is not achieved by the panel, a T3 manager chairing the process will convene a panel meeting and will invite HR to attend. The scores will be ratified by the panel and any anomalies will be discussed to achieve consensus in agreeing the job evaluation grading.
- 7) The points score allocated by the panel will equate to a grade within the grading structure.
- 8) HR will inform the line manager and employee of the outcome of the Job Evaluation process.
- 9) There is an appeal process for those unhappy with the outcome.

The job evaluation flow chart at **Appendix 2** details the procedural steps of job evaluation.

Validation Panel

The panels will consist of two union representatives and two employer's side which includes a T3 manager. This may be altered with agreement from both parties. The panel will be provided with the job evaluation information including the JDQ and the indicative scoring and grading sheet provided by HR. Using the JDQ, they will review the information received from HR and sense check the scoring process and agree a consensus score for the post. Consensus may be achieved by panel members scoring individually and remotely or by convening a job evaluation panel meeting.

Neither staff nor their representative will be present while their job is evaluated.

Appeals

Employees have the right of appeal against the outcome of the job evaluation process. An appeal can be lodged on one or any combination of the following grounds:

The scheme factor score has been wrongly allocated.

Or

The scheme terms and and/or local conventions have not been properly applied.

All appeals must be in writing and submitted to HR within three weeks of notification of the outcome of the evaluation. The written appeal should state the grounds of appeal, which must be for at least one of the above. The statement should also provide further information about the reason for the appeal.

If the appeal is being made on grounds that the factor score has been wrongly allocated, the employee will be provided with a breakdown of the allocation of points. The employee may use other posts as comparison, but the breakdown of scores on other posts will not be provided.

Each appeal panel will consist of four members, two employer's side and two union representatives. This may be altered by mutual consent. A representative from HR will sit on the panel. All panel members will be fully trained.

The panel will receive the written appeal, the JDQ and any comparator information provided by the employee and/or management side. A maximum of two comparators from both the employee and management may be submitted. Comparators are comparable jobs which may be either at the same grade or lower or higher. However, this does not mean the score will necessarily change in line with them. It is more important to ensure the JDQ accurately reflects the job than to give undue emphasis on the comparator. Appeal panels will have access to the breakdown of the scores on comparator posts. The panel also has the discretion to use other suitable comparators as appropriate.

The Appeal Panel may consider the scores on any of all of the factors and not just the ones being appealed on. The Appeal Panel will apply the National Scheme and local conventions to the information submitted.

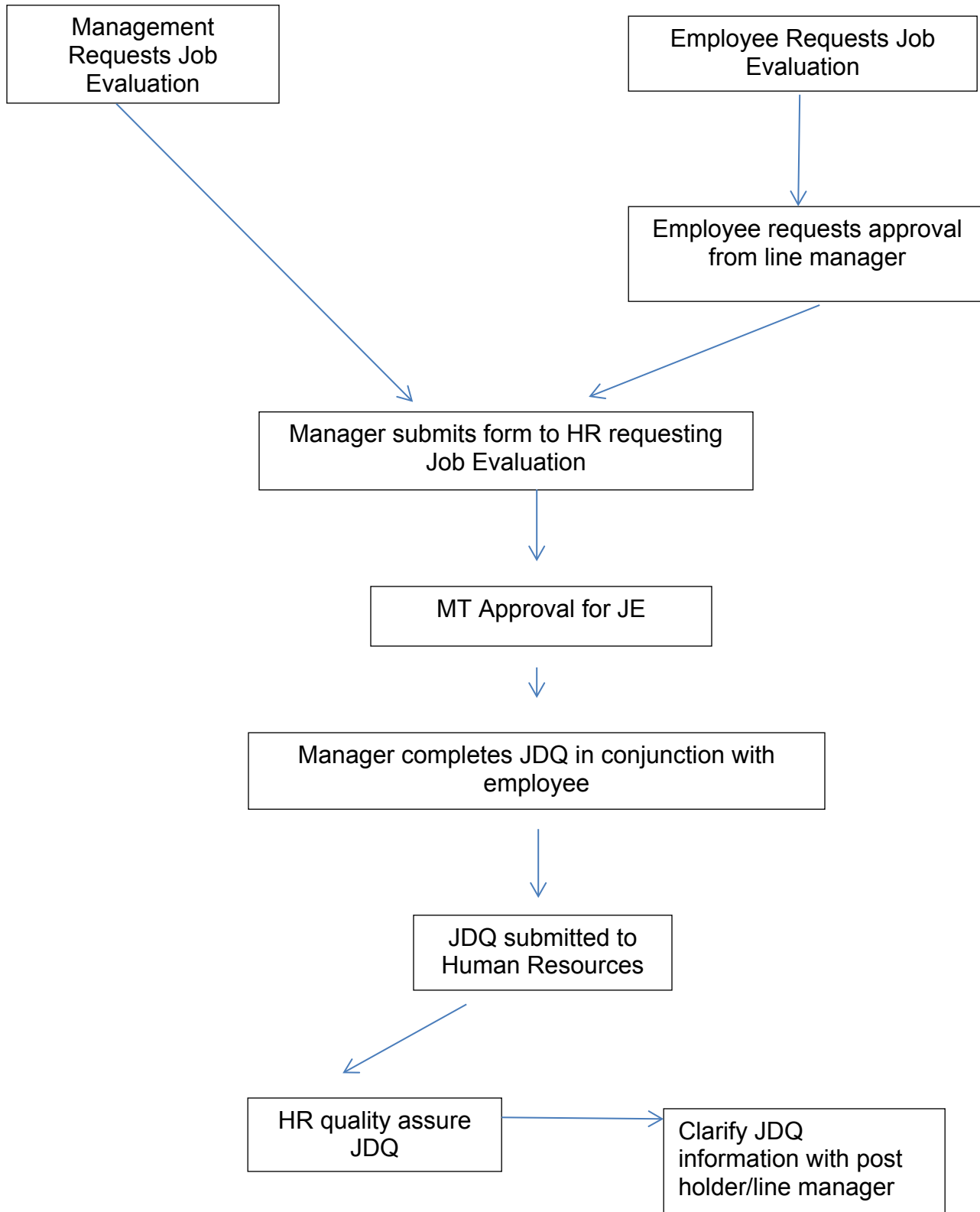
Employees and their representative may be present at the start of the appeal if they wish, to explain the reason for the appeal. It is not appropriate to be represented by a solicitor. Neither employees nor their representative will be present for the scoring. Where there is a group of employees lodging an appeal with regard to the same post, only two may be present at the appeal.

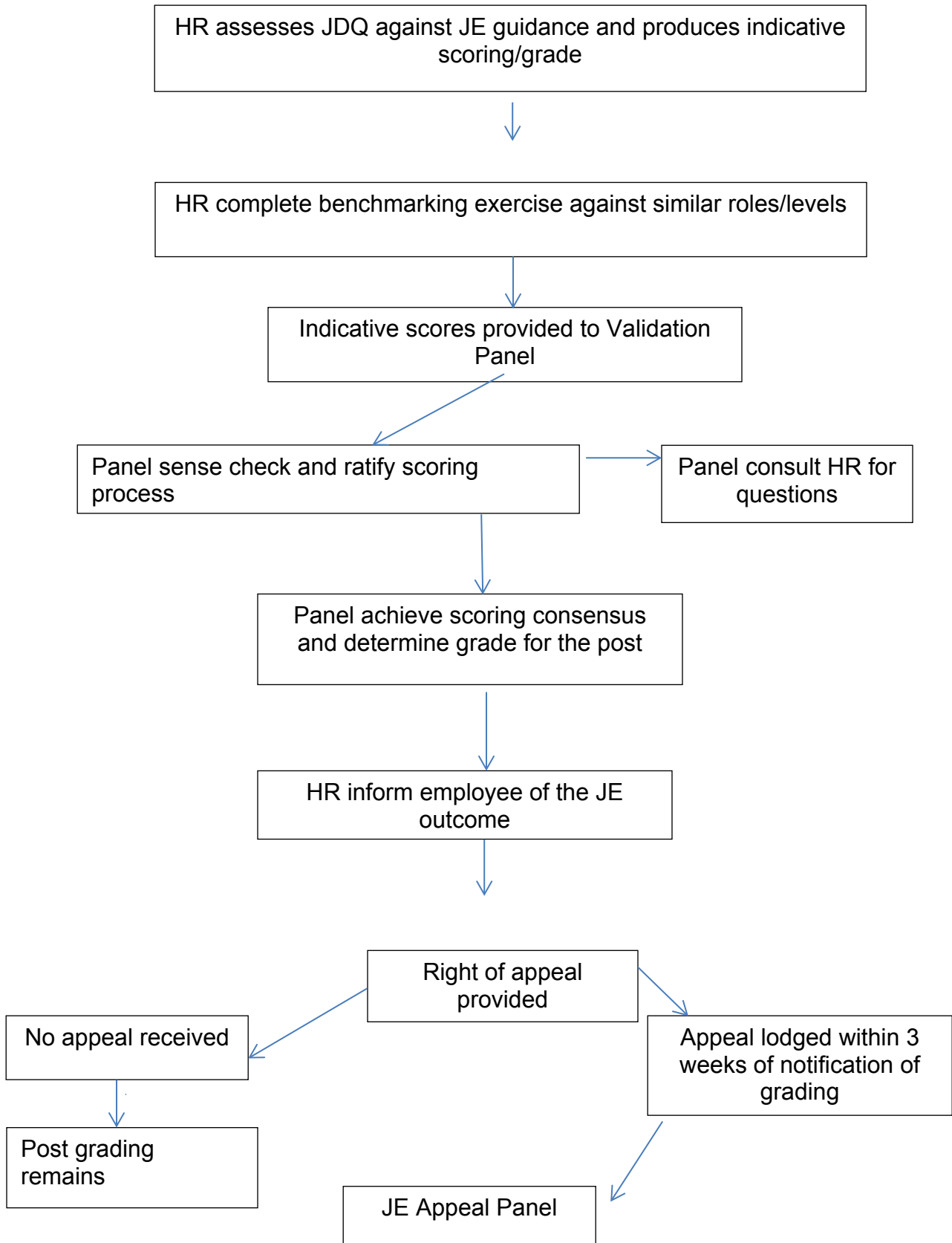
Decisions reached by the Appeal Panel will be final. The grievance procedure cannot be invoked at this stage.

Request for re-evaluation of post

Post title	
Service	
Directorate	
Date request made	
Date salary change to take effect from	
Reason for request <i>State any significant changes to the post that have lead to this request</i>	
Name of Manager	

Job Evaluation Process Flowchart





JE outcome
remains the same



No further right of
appeal

JE outcome
overturned



Revised grading
confirmed