

Job Evaluation Review Procedure

April 2015

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Job Evaluation Review Procedure

1 Purpose

Perth College UHI is committed to the principle of equality of treatment in relation to pay for all staff. We aim to ensure that procedures are in place to determine pay and conditions of employment which do not discriminate unlawfully and are free from gender, race and disability bias, and that do not discriminate on the basis of protected characteristics.

In order to ensure that the College pay system delivers equal pay for work of equal value and that jobs are fairly graded, the College has implemented an analytical job evaluation scheme.

The following procedure sets out the process for staff to request a review of their job evaluation and ensures all new jobs are subject to a full job evaluation prior to approval for recruitment. The procedure also allows for existing posts that become vacant to be reviewed and evaluated before the recruitment process commences.

2 Scope

The Policy covers all Perth College UHI staff.

3 Definitions

"Protected characteristics" – refer to a group of people defined by their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

"Work of equal value" – is defined as work which is of broadly equal value when compared under heading such as effort, skill and decision making.

"Analytical job evaluation scheme" – where jobs are broken down into individual components, which are individually assessed.

"Trade union representative" – an elected representative of EIS-FELA or Unison, or other trade union organisation, chosen, if desired, by the individual to provide support during the job evaluation review process.

4 Responsibilities

The Vice Principal, Human Resources and Communication is responsible for the implementation, operation and revision of this Procedure.

It is the responsibility of all Managers within Perth College UHI and its subsidiary to ensure that employees are treated equitably.

All Managers have a responsibility to ensure that they apply procedures appropriately in line with training and guidance.

Quality approval check of the policy is the responsibility of the Head of Quality who will arrange for the policy to be posted on the College website.

5 Procedure

This section sets out the procedure for job holders who wish to make application for a review of their job evaluation following an annual professional review meeting. Individuals and/or teams applications for review of job evaluation can be made assessed and where appropriate evaluated on an annual basis between November and January every year. In exceptional circumstances a request can be made out with this period and staff may be able to submit a job evaluation review request after the interim professional review meeting.

5.1 Grounds for Review

Acceptable grounds for review include: where an element of the job has changed fundamentally such that the core job has changed permanently since the last evaluation.

Some key points to consider when assessing this are:

- Is this a permanent change to the job that is likely to continue in the long term?
- Has the role changed so fundamentally that the core responsibilities have changed?
- Some other substantial reason that does not constitute unacceptable grounds for review (as set out in Appendix 1).

Unacceptable grounds for review include:

- Comparison with other jobs/job holders in Perth College.
- Grounds not related to the job, for example personal performance/relative workload, achievement of a non-essential qualification.
- Additional duties at the same level of responsibility.
- Seeking to restore previous differentials.
- Dissatisfaction with the pay level.

5.2 How to make an application for Job Evaluation Review

Applications must be signed off by the line manager and endorsed by a member of the College Management Team using the Job Evaluation Review Form.

Written evidence in support of the application for review must be included with the review submission.

The new or revised job description and job questionnaire must be attached.

All applications must be submitted to the Senior HR Adviser by 31 January at the latest but can be submitted from 1 November until the deadline.

The form may be used for an individual or collective review if it is in relation to a multi-occupancy job (ie other job holders have the same job).

The job holder may be assisted in the preparation and presentation of the review by a Trade Union representative.

The job holder may also be supported by a job analyst in the preparation of the review documentation. The role of the job analyst would be to explain the questions contained in the job evaluation questionnaire, and clarify the process, but not to advise on what evidence should be included in the questionnaire.

5.3 Job Evaluation Review Process

A Job Evaluation Review Panel will convene in February on an annual basis to consider all Job Evaluation Review submissions, or as required for exceptional cases.

The review panel will consist of the following members:

- A college management representative and 2 trained job analysts.
- All panel members must be trained in the job evaluation scheme.

The panel may determine one of the following outcomes:

- **Progress to re-evaluation of the role:** In this case a job analyst will be instructed to evaluate the job based on the information presented. This may involve the job analyst in further investigation with the job holder, job holders' line manager or other associated managers/senior managers. Following re-evaluation, the outcome will be consistency checked and considered by the review panel.
- **The review is rejected** ie the evidence does not constitute acceptable grounds for review.

The panel's decision will be reached by consensus and all panel members will take collective responsibility for the agreed outcome. The panel's decision is final and there is no appeal process.

The job holder will be notified in writing by Human Resources of the outcome of their application for review.

Job re-evaluation can affect job scoring, grading and pay in a positive, neutral or negative manner.

All applications that have been progressed to re-evaluation will be assessed by the management rep in relation to the impact of the new Job Evaluation job score on the grade and salary of the job.

A further formal notification to the job holder outlining adjusted pay and conditions to take effect from 1 August will be notified through Human Resources.

6 Linked Policies/Related Documents

- Equality Report and Mainstreaming Plan 2013 – 2017.
- Equality and Diversity Policy.
- Equal Pay Statement.

7 Relevant Legislation

- Equality Act 2010.
- Equal Pay Act 1975.

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Appendix 1

Job Evaluation Review Form

I/we* wish to have a job evaluation review of my/our* job

(*please delete as appropriate)

Job Title	
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On the following grounds:

(please tick one or more grounds for appeal)

- An element of the job has changed fundamentally such that the core job function has changed permanently since the last evaluation.
- Some other substantial reason that does not constitute unacceptable grounds for review.

This review form must be accompanied by written supporting evidence explaining the grounds for appeal and the revised job description. (See over for examples of supporting evidence).

Name(s)	
Signature(s)	
Date	

Line Manager:

I have read the supporting evidence and agree and support this job evaluation review.

Signed: _____ **Date:** _____

College Management (CMT) endorsement:

I have reviewed the supporting evidence and endorse this job evaluation review.

Signed: _____ **Date:** _____

Review forms should be submitted to Laura Rodriguez, Senior HR Advisor by **31 January**, or as required for exceptional cases.

Status: Final, Version 2
Effective Date: August 2015
Owner: Vice Principal – Human Resources
and Communications

Approved By: College Management Team
Impact Assessment Status: March 2015

Examples of acceptable written evidence:

- Description of a new system of work that has resulted in the job holder undertaking different responsibilities as a permanent part of their role.
- Description of duties that have required the job holder to produce written reports or communications that are substantially more complex than previously required.

The new or revised job description must be submitted.

Examples of what would not be acceptable evidence:

- Additional duties at the same level of responsibility as those originally undertaken.
- Increase in volume of work where the type of work is similar to that previously undertaken.
- Any evidence relating to personal qualities, performance or capability of the current job holder, including the attainment of a non-essential qualification.
- Comparisons with other job holders' performance and/or the jobs/responsibilities of others.

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