



JOB EVALUATION POLICY AND PROCEDURE

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1.0 Introduction

This Job Evaluation Policy and Procedure applies to all new and revised individual Support staff roles within West Lothian College. The policy does not refer to substantial organisational change such as the introduction of a new Job Evaluation scheme.

The policy and procedure aims to ensure:

- that the College is able to recognise the relative equal value of jobs across the organisation
- clarity on the purpose and role of Job Evaluation in the organisation
- clarity on how the process of Job Evaluation is undertaken and maintained
- a consistent and fair approach to the grading and pay for jobs across the organisation, and which supports statutory obligations in relation to equal pay legislation.

2.0 Background to Job Evaluation Process

As an employer, West Lothian College has a responsibility to ensure compliance with obligations placed upon us by equal pay legislation.

Job Evaluation is the mechanism which allows the College to objectively establish the relative value of each job in the organisation compared to others across the organisation. The objective assessment of the value of all jobs provides the basis on which the College can review its pay and grading structure to ensure pay and grading supports equality in pay across the organisation.

3.0 General Principles of Job Evaluation

All jobs in the College will be evaluated using a gender neutral, robust process of job analysis operated in conjunction with West Lothian Council's job evaluation system. The analysis will be based on the Job profile for each job in the organisation and will be carried out by trained Analysts, who have considerable experience in job analysis.

New job profiles are generally written by the manager of the post, in partnership with HR, in the context of what the department/section is required to contribute to the wider College objectives, and taking care to ensure that the profile describes a full job and includes all of the key components.

The process and approach taken assumes that the Job profile describes a job that is being carried out fully and satisfactorily and has been developed to ensure consistent and fair evaluation of jobs across the organisation both now and in the future.

The process is focussed on the requirements of one job in comparison to other jobs and is not about analysing an individual's performance in the job.

The system and approach to Job Evaluation will be introduced following a period of consultation with College Management and members of the Support Staff Joint Consultative Committee.

The following Job Evaluation Process details how the College will ensure job requirements will be reviewed in support of maintaining pay and grading structures which meet our needs and obligations.

4.0 The Job Evaluation Procedure

When should a job be evaluated?

- When a new job is introduced to the College structure
- When permanent and material changes are made to the requirements of a job as detailed in the job profile and approved by the Extended Leadership Team. This may involve additions to or removal of requirements from the job profile.

5.0 The Job Evaluation Process

5.1 How will a job be evaluated?

- A detailed job profile should be completed and agreed by the Line Manager and the Jobholder for the post, supported by HR and agreed by the relevant Assistant Principal.
- The Line Manager should produce a Business Case for the Assistant Principal setting out the rationale for the change and addressing how any additional costs will be met.
- The Assistant Principal will then take the Business Case to the Extended Leadership Team for discussion and approval.
- Where approval is given, the job profile will be submitted to HR for analysis by a Job Analyst from West Lothian Council's team of trained Job Analysts.
- The role holder will be interviewed in accordance with the JE scheme.
- The Job is analysed using the JE system and a Job Evaluation Score is produced
- The Job Analysts will arrange to discuss the JE score with HR in the first instance. A discussion will then be held with the Line Manager.
- HR will review the JE score and place the job in the appropriate grade within the College grading structure as determined by the JE score.
- HR will then arrange to advise the post holder of the grade, (or any revised grading) and confirm the individual salary implications associated with the grading of the post.

5.2 Who will evaluate the job?

- Job Analysts will be appointed by West Lothian Council.
- A team of trained Analysts, normally at least two, will evaluate the job using the Job Evaluation system currently in use by West Lothian Council.

6.0 Impact on Pay

Any changes in grading and pay resulting from the Job Evaluation process, and the timing of this, will be agreed by the Extended Leadership Team.

7.0 Job Evaluation Appeal Process

To ensure consistency and fairness, it is important that a review process exists in the event that a post holder or manager of a post wishes to appeal against the Job Evaluation outcome. The following outlines the steps in order to find a resolution fairly and without any unreasonable delay.

8.0 On what grounds can the Job Evaluation outcome be appealed?

A job may be submitted for re-evaluation under appeal on the following basis:-

- The job holder claims an inequality.
- The post holder or Line Manager feels that the policy/procedure has not been followed.

It should be noted that having previously had salary 'red circled' is not a ground for appeal under the Job Evaluation policy and procedure.

9.0 How should a Job Evaluation Appeal be raised.

The College is committed to encouraging the resolution of matters informally and minimising the need to progress through formal routes. In the event that you have concerns with the outcome of Job Evaluation as it impacts on your own job or a job within the team you manage, you should seek to have an informal discussion with your Line Manager. This discussion should focus on ensuring a shared and consistent understanding of the requirements of the job. Any differences identified should be captured and the Line Manager should agree any modifications to the Job profile with the ELT.

This informal meeting should take place within 10 working days of the request for a meeting.

Following discussion with your Line Manager, if you have established grounds for appeal, a discussion should be arranged with HR and your line manager to gain a greater understanding of the Job Evaluation outcome and also to fully understand the nature of the complaint.

The meeting with your line manager and HR should take place within 10 working days of the request for a meeting.

If through the informal discussions the issue is not resolved then a formal request for review of the Job Evaluation can be submitted on the following basis:-

A formal request in writing for a review of the Job Evaluation for the posts should be submitted to HR by the Line Manager.

If one of the grounds of appeal is gender inequality, the formal request should specify the post against which the appeal should be reviewed for gender inequality.

The review will be undertaken in line with the Job Evaluation process detailed in this policy and procedure document.

On completion of the review, the HR Manager will discuss the outcomes with the Line Manager.

The review process should be completed within 15 working days of the receipt of the formal review request. The postholder should be informed of the outcome of the review within 5 working days of a decision being reached.

There will be no further right of appeal following the review on appeal.

If the outcome of the appeal upholds the employee's case and results in a change, then the date of implementation of any changes to grading and pay will be agreed by the Extended Leadership Team.