

# Job Evaluation Maintenance Process

<b>Approved by</b>	Full Council
<b>Date approved</b>	<b>03/01/2014</b>
<b>Date implemented</b>	<b>03/01/2014</b>
<b>Owner</b>	SV
<b>Review date</b>	10/11/26

# Job Evaluation Maintenance Process

## Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
v1.0	03/01/14	Full council	New policy
v1.1	17/12/14	Sophie Vaughan	Updated Job Description and Person Specification in line with recruitment policy
v2.0	16/04/18	Andrea Malam	Reformatting
v2.1	25/04/19	Felicity Chandler	Advert Job Description and Person Spec Template v2.1
v2.2	09/09/23	Sophie Vaughan	Job Evaluation Information and Request Form attached and included in policy.

# Job Evaluation Maintenance Process

## Contents

Version control	2
Contents	3
ROLES AND RESPONSIBILITIES	4
Employees:	4
Line Managers:	4
Pay and Reward Specialist:	4
Job Evaluation Validation Panel:	4
What is Job Evaluation and how does it work?	4
What is the process for a new post to be evaluated?	6
Process	6
What is the process for re-evaluating an existing post?	7
What do we do if we have a group evaluation?	8
How do you appeal the grading of a new post?	9
How do you appeal against the re-evaluation of an existing post?	9
Frequently Asked Questions (FAQs)	9
I think my job needs to be re-evaluated, but my Manager doesn't agree. What should I do?	9
What is classed as a significant change in duties?	9
How long will it take to evaluate a post?	10
How is the evaluation completed?	10
Should my post be re-evaluated and the grade changes, when will this be effective from?	10
I have had a new post evaluated and now it needs advertising. What do I need to do?	10
Will the outcome of my job evaluation mean that I will be awarded a higher grade?	11

# Job Evaluation Maintenance Process

## ROLES AND RESPONSIBILITIES

### **Employees:**

Responsible for completing the Job Evaluation Appeal documentation, and agreeing the content with their Line Manager. Advice and support will be available from the Pay and Reward Specialist.

### **Line Managers:**

Responsible for ensuring the information in the Job Description, Job Evaluation Information and Request Form and supporting documents accurately reflect the duties of the post. Advice and support will be available from Pay and Reward Specialist.

### **Pay and Reward Specialist:**

Responsible for quality checking the evaluation documentation, providing an indicative grade, collating relevant material, arranging the Validation Panel and Chairing the Job Evaluation Validation panel.

### **Job Evaluation Validation Panel:**

Are responsible for considering any request submitted to the panel for approval, ensuring consistency and fairness in application throughout Denbighshire County Council.

## **What is Job Evaluation and how does it work?**

Denbighshire County Council ensures their employees are treated fairly and consistently and comply with equal pay requirements.

The purpose of job evaluation is to provide an analytical, systematic and consistent approach to defining relative job worth within Denbighshire County Council.

The job evaluation maintenance process uses the Greater London Provincial Council (GLPC) Job Evaluation Scheme to ensure that where work is the same or a broadly similar

# Job Evaluation Maintenance Process

nature all employees will be treated equally and pay differentials will be justifiable on the basis of a genuine material factor and does not discriminate on unlawful grounds.

The GLPC Job Evaluation Scheme uses the information provided on the job description and the job evaluation Information and Request Form and evaluates based on 11 Factors:-

- Supervision and Management
- Creativity and Innovation
- Contacts and Relationships
- Decisions – Discretion
- Decisions – Consequences
- Resources
- Work Demands
- Physical Demands
- Working Conditions
- Work Context
- Knowledge and Skills

Further details and information regarding the above factors can be found in the GLPC Overview Document and the Denbighshire County Council Job Evaluation Convention Document.

A job evaluation Information and Request Form is based on the GLPC job evaluation scheme and asks specific questions relating to the factor levels detailed above, using working examples which will assist with the evaluation process.

The Pay and Reward Specialist will evaluate the information and the GLPC computerised system will generate a score, which equates to a grade within the council's pay structure.

These results are then taken to the Validation Panel, which ratify the evaluation. The Validation Panel consists of Management representative from at least two Service, a representative from at least two of the three recognised Trade Unions and the Pay and Reward Specialist. All the panelists are trained and experienced in the GLPC Job Evaluation Scheme.

# Job Evaluation Maintenance Process

## What is the process for a new post to be evaluated?

### Process

- A. The manager completes a Job Evaluation Request Form, job description and person specification for the post using the corporate templates which describes the new post. An organisation chart must be completed to show where the post fits into the organisation and also a person specification to demonstrate the knowledge and experience required for the post. Human Resources can assist you in completing the job description.
- B. The completed job description and person specification should be sent to the Head of Service for their approval.
- C. The Job Evaluation Information and Request Form, Job Description, Person Specification and the Organisation Chart where applicable must be sent to the Pay and Reward Specialist, who will ensure the post is analysed and evaluated and provide an indicative grade. The Pay and Reward Specialist will contact the relevant person if more information is needed or to ask specific questions about the role. The Pay and Reward Specialist will provide an indicative grade within 10 working days of submission.
- D. Validation panels are held monthly; submission of the new post will be taken to the next planned Validation Panel.
- E. The panel will discuss the factor scores awarded and reach an agreement based on the evaluation by the Pay and Reward Specialist.
- F. The panel can decide if they require more information to confirm the evaluation. The Pay and Reward Specialist will contact the relevant Officer to collect the information, and if required, the panel may defer its meeting and reconvene at a future date.
- G. After the Validation Panel agrees the factor levels and the overall score and grade the relevant Manager or Head of Service will be informed
- H. If the Manager disagrees with the outcome, they will need to provide justification and further evidence to the Pay and Reward Specialist who will then consider the justification and refer the matter back to the Validation Panel if appropriate. If there is no change to the evaluation, and the Manager finds it difficult to recruit to the job, they may need to apply the Market Supplement Policy.

# Job Evaluation Maintenance Process

- I. Otherwise, the post holder can appeal the evaluation of the post after 6 months in the position using the Job Evaluation Appeals Process

## What is the process for re-evaluating an existing post?

For a post to be considered for a re-evaluation it must be demonstrated that there has been a significant increase or decrease in the responsibilities and duties, which would be enough to warrant a change in factor level score and overall score.

The post holder must have been in post for at least six months and there must be a period of 12 months since the posts previous evaluation.

### Process

- A. An employee can ask for their post to be re-evaluated if they consider their duties and responsibilities to have changed since their post was last evaluated.
- B. A Manager can also decide to revise the job description and Job Evaluation Information and Request Form if they consider the posts duties and responsibilities to have changed since the post was last evaluated.
- C. Employees need to approach their Line Manager who will discuss the issues with the employee and decide if there is a significant increase and also agree on a date for implementation of the new job description and Job Evaluation Information and Request Form, signing the documents to confirm.
- D. If an employee cannot get the agreement of their Manager to have their post reassessed and they believe there is a significant change they should approach their Line Manager's Manager for resolution. If the employee is still dissatisfied they can submit a grievance following the Corporate Grievance Procedure. The aim of the grievance will be to determine whether there are significant changes to the post to justify it being submitted for reassessment.
- E. If the Line Manager agrees with the employee then an amended Job Description, Person Specification, Job Evaluation Information and Request Form, and Organisation Chart are to be submitted to the Pay and Reward Specialist, who assess the information and determine if there is evidence of a significant increase.

## Job Evaluation Maintenance Process

- F. If agreement cannot be reached between the Line Manager and the employee on the contents of the Job Description, Person Specification and Job Evaluation Information and Request Form then the matter should be referred to the Line Manager's Manager for resolution.
- G. The Job Description, Person Specification, Job Evaluation Information and Request Form and the Organisation Chart must be sent to the Pay and Reward Specialist, who will ensure the post is analysed and evaluated and provide an indicative grade. The Pay and Reward Specialist will contact the relevant person if more information is needed or to ask specific questions about the role. The Pay and Reward Specialist will provide an indicative grade within 10 working days of submission
- H. Validation panels are held monthly, submission of the new post will be taken to the next available Validation Panel, which consists of a Management representative from at least two Service areas, a representative from at least two of the Trade Unions and a Pay and Reward Specialist.
- I. The panel will discuss the factor level scores awarded and reach an agreement based on the evaluation by the Pay and Reward Specialist.
- J. The panel may on occasion decide that they require further information. The Pay and Reward Specialist will contact the relevant Officer to gather the information required. Dependent on the extent of the information required they may adjourn and reconvene at a later date.
- K. Once the factor levels and overall score and grade are agreed by the Validation Panel this information will be sent to the relevant Manager.
- L. The post holder will be notified in writing of the decision by the Pay and Reward Specialist and reminded of their right to appeal within 10 working days of the panel. If the evaluation of the post results in a reduction in salary, then protection will be awarded in line with the County's Pay Protection Policy.

### What do we do if we have a group evaluation?

Should the re-evaluation request affect more than one post holder the HR Representative will identify and inform all those included in the review. A Copy of the Job Evaluation



# **Job Evaluation Maintenance Process**

Information and Request Form will also be sent to post holders for their comments before it is submitted for evaluation.

## **How do you appeal the grading of a new post?**

The decision of the Validation Panel may be appealed against after the new post holder has been in post for six months. The appeal must be submitted within three months of the appellant being in post for six months (i.e. before nine months of being in post) and following the Job Evaluation Appeals Process.

## **How do you appeal against the re-evaluation of an existing post?**

The decision of the Validation Panel may be appealed against within three months from the date the individual receives notification of their re-evaluation and following the Job Evaluation Appeals Process.

## **Frequently Asked Questions (FAQs)**

### **I think my job needs to be re-evaluated, but my Manager doesn't agree. What should I do?**

The first step is to speak to your manager. If you still can't come to an agreement, you need to speak to your Manager's Manager, giving justification as to why you think your duties and responsibilities have changed significantly. Should your Manager's Manager disagree that your duties have changed and you still feel that the post need re-evaluating, you can submit a grievance using the Corporate Grievance Procedures.

### **What is classed as a significant change in duties?**

This depends on the role itself; an example would be the post now having supervision or management of employees, or an increase in those reporting to the post. It could also be that the post has to make decisions that would have a far reaching effect. If you are unsure, please check with your HR Representative.

# **Job Evaluation Maintenance Process**

## **How long will it take to evaluate a post?**

Providing all the information required has been submitted it will normally be 10 working days for the Pay and Reward Specialist to evaluate the post. The evaluation will then be presented to the validation panel for confirmation, validation panels are held monthly and the dates can be found on the corporate calendar on the intranet.

## **How is the evaluation completed?**

All green book terms and conditions posts in Denbighshire County Council are evaluated using the Greater London Provincial Council Job Evaluation Scheme. The Pay and Reward Specialist is trained in the scheme and they will assess the job description, person specification and job evaluation Information and Request Form against 11 factors, including physical demands, supervision and management and knowledge and experience.

The evaluation is then confirmed by the validation panel, where all the members are trained in the evaluation scheme. Should you require further information regarding the scheme then please contact HR to speak to the Pay and Reward Specialist or refer to the Job Evaluation Overview Document and the Denbighshire Convention Document.

## **Should my post be re-evaluated and the grade changes, when will this be effective from?**

This would be a matter you would need to discuss with your line manager in order to agree when you started undertaking the new or increased duties.

## **I have had a new post evaluated and now it needs advertising. What do I need to do?**

You need to refer to the Recruitment Policy and Procedure which gives you a step by step guide.

## **Job Evaluation Maintenance Process**

**Will the outcome of my job evaluation mean that I will be awarded a higher grade?**

No, it does not necessarily mean that the post will attract a higher grade. The evaluation score may be higher, but the post may remain at the same grade. The score may stay the same, or even, exceptionally, go down