**Job Evaluation at the University**

**FAQ’s**

1. **Who carries out job evaluation?**
* The University has a number of staff trained as HERA job evaluation analysts.
1. **When is it appropriate for a role to be evaluated?**
* When a new role is created
* When the line manager and Head of Department identifies a service requirement has resulted in significant changes to an existing role **and** the changes to the role have been in place for at least 6 months and are anticipated to be ongoing.

1. **Who can make a request to have their job re-evaluated?**

 This is open to all employees so long as:

* They have been in the post for at least 12 months.
* They have the support of their line manager and Head of Department for the role to be re-evaluated.
1. **What is the process for grading a new job?**
* A new role is generally evaluated using the job description and person specification. If

 needed, the analysts seek further clarity from the line manager.

* In some instances, where it is considered that a comparable role already exists within the University, a comparison is made between the two job descriptions to establish whether there is a band ‘fit’. Where there is a band fit, a full HERA evaluation may not be required.
1. **In brief, how is an existing job re-evaluated?**
* Initially a discussion should take place between the role holder and line manager to explore whether job evaluation is appropriate. If it is deemed appropriate at this stage, then approval from the Head of Department is required before job evaluation can take place.
* The role holder will complete a questionnaire to provide evidence from their role across the 14 elements. The evidence is then corroborated by their line manager.
* Two trained analysts will review the information and seek clarification from the role holder and manager where necessary, before scoring each element.
* The scoring will be entered into the HERA software by an HR Advisor / The Director of HR. This will generate a score, which in turn links to a corresponding pay band.
* The outcome of the evaluation will be made available to the role holder and their Head of Department as soon as possible after scoring.
1. **What are the possible outcomes of job evaluation?**
* **Increase in pay band –** This will become effective from the date of receipt into the HR Department of the completed and verified application. The role holder will move to the first point of the new band, unless they are already in the contribution range; then they will move to the next point within the new pay band.
* **Decrease in pay band –** Occasionally based on the information provided, the outcome may result in the role being graded at a lower pay band than the current role holder is being paid. In these circumstances HR will discuss with the Head of Department.
* **No change in pay band –** No change to salary.

 **7. What if the role holder is dissatisfied with the outcome of the job evaluation?**

* There is an appeal process and the employee/Head of Department can make a request for the post to be re-evaluated. This will be undertaken by two new analysts with no prior knowledge of the previous scoring.

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