

EAST AYRSHIRE COUNCIL

JOB EVALUATION INFORMATION LEAFLET

This leaflet contains information on the Council's implementation of the National Single Status Job Evaluation Scheme. This will affect you. Please take a few moments to read through this leaflet.

1. What is Job Evaluation?

The aim of Job Evaluation is to provide a systematic and consistent approach to defining the relative worth of jobs within an organisation. It is a process whereby jobs are analysed, evaluated and ranked according to the overall demands placed upon the jobholder. It therefore provides a basis for a fair and non-discriminatory grading system.

Only the job is evaluated, **not** the person doing it. Job evaluation looks at the demands of the job such as the knowledge and responsibility required to do the job, it does not look at the volume of work, the number of people required to do the work or the personal ability of the jobholder.

Job evaluation itself does not determine pay. The process of determining pay and grading structures is separate, job evaluation simply provides a basis for developing pay and grading structures.

2. Why does this affect me?

As your job is covered by the Scottish Joint Council for Local Government Employee's National Agreement on Pay and Conditions of Service (Red Book) you are included in the Single Status Agreement. This Agreement seeks to harmonise the terms and conditions of service of the former APT&C Staff and Manual Workers. Your trade union representatives have endorsed the Job Evaluation Scheme at a national level.

To fulfil a key objective of single status employment, fair and non-discriminatory grading structures are needed within each Council to integrate the former APT&C Staff and Manual Workers pay and grading systems.

3. How will jobs be evaluated?

All jobs that need to be evaluated will be categorised as either "generic" or "unique". Generic jobs are those jobs that are undertaken by more than one individual (e.g. Clerical Assistant; Homehelp) whereas unique jobs are carried out by one individual only.

Trained Job Analysts will gather information about "generic" and "unique" jobs. This will be done by either asking jobholders to complete a written questionnaire and / or by arranging a meeting to go through a series of

questions and inputting the answers directly into the computerised job evaluation software. The Steering Group will determine the order in which jobs will be evaluated.

4. Will I have to give information about my job?

If you are carrying out a job which is unique within the authority i.e. you are the only person doing the job, then you will have to provide information about your job to a Job Analyst.

If you are carrying out a job that is generic i.e. there are two or more people doing this job, then you **may be** selected by the Job Evaluation Team to provide information about your job to a job analyst.

5. How will jobholders be selected to provide information about the job?

As it is impractical to gather information from all jobholders occupying generic jobs, the Job Evaluation Team will select an appropriate number as a representative sample to provide information. The larger the job group, the larger the representative sample who will be asked to provide information to ensure that full details of the job are gathered. In selecting jobholders, the Job Evaluation Project Team shall identify jobholders with a reasonable amount of experience in the job and strive to reflect the make-up of the wider job group with particular regard to gender balance and geographical location. Details of jobholders selected by the Job Evaluation Team will be notified to the relevant Head of Service and the full-time trade union representatives.

Jobholders who are selected to provide information about the job will be invited to attend a briefing session, during which further information about their role can be provided.

6. If I am selected to discuss my job with a Job Analyst, can I be accompanied?

The purpose of the discussion is to ensure that appropriate information is collected on which to base the evaluation of the job and to ensure jobholders have an opportunity to fully explain their job. Discussions with Job Analysts should generally take place on a one-to-one basis, however jobholders may be accompanied during the discussion by a colleague or a trade union representative, if they wish.

If you do wish to have a colleague or trade union representative present then you will need to contact them when you receive notification of the date and time of the discussion.

7. What does the Job Evaluation Scheme look at?

The job evaluation scheme looks at 13 different elements of each job. These are called "factors". The factors contained in our job evaluation scheme are as follows:

- ❖ **Working Environment** - considers the physical environment in which the job is carried out
- ❖ **Physical Co-ordination** - considers the physical co-ordination required to do the job
- ❖ **Physical Effort** - considers the strength and stamina required to do the job
- ❖ **Mental Skills** - considers the thinking requirement in the job
- ❖ **Concentration** - considers the concentration required to do the job
- ❖ **Communication Skills** - considers the predominant requirement for spoken and written communication in the course of normal working
- ❖ **Dealing with Relationships** - considers the demands on the jobholder arising from the circumstances and / or behaviour of those he / she comes into contact with as an integral part of normal working
- ❖ **Responsibility for Employees** - considers the responsibility of the jobholder for the supervision, co-ordination and management of employees or equivalent others
- ❖ **Responsibility for Services to Others** - considers the jobholder's responsibility to others in terms of the quality and delivery of service provision
- ❖ **Responsibility for Financial Resources** - considers the jobholder's responsibility for financial resources
- ❖ **Responsibility for Physical and Information Resources** - considers the jobholder's primary and secondary responsibilities for the Council's physical and information resources
- ❖ **Initiative and Independence** - considers the jobholder's scope to exercise initiative and the extent to which they have freedom to act
- ❖ **Knowledge** - considers what the jobholder needs to know to do the job

If you are asked to complete a written questionnaire and/or attend a discussion with a job analyst, then you will be asked to describe your job in relation to each of the 13 factors.

8. What happens to the information provided to a Job Analyst?

After the Job Analyst has gathered information from the jobholder, a Job Overview document is produced. This document is the key document in the evaluation process and will contain details of the job under each of the factors of the scheme together with an overview of the job purpose and key tasks.

This document will then be forwarded to the jobholder and their manager to enable them to meet to discuss the contents of the job overview document. Once the facts of the job have been discussed, agreed and signed-off by the jobholder and manager, the job can then be evaluated.

9. What if my Manager and I can't agree the Job Overview document?

This is unlikely to be the case, however if you can't agree the job overview document with your manager then the Job Analyst will offer support by explaining how the scheme has been applied to the job. If there is still disagreement, then the matter will be referred to your Head of Service who will clarify the job remit in consultation with the jobholder and manager.

10. How are jobs evaluated?

After the job has been analysed and the job facts agreed, the job will be evaluated against the 13 scheme factors. Each factor has a range of levels that reflect the range of demands that are present in local government jobs. Each level equates to a point value, therefore each job can be allocated an overall points score from a total of all the 13 scheme factors. It is this scoring information that will form the basis of placing jobs on the new pay structure.

11. When will I find out the job evaluation score for my job?

As mentioned earlier, the job evaluation score is relevant to the placing of jobs on the revised pay and grading structure and will therefore be notified to jobholders when the pay structure has been developed. Indeed, to release this information prior to the development of the pay structure may cause confusion and anxiety amongst the workforce. Negotiations will take place with recognised trade unions on the new pay structure at the earliest possible date to ensure the earliest implementation of the revised pay structure.

12. Will my job change as a result of job evaluation?

Job evaluation focuses on jobs as they are now, so it is unlikely that your job will change as a direct result of job evaluation. However, you may find that your Department will consult with you about your job remit prior to job evaluation. This means that any changes, which are planned for your job, can be discussed with you and considered within the evaluation process.

13. When will I find out my new pay?

As mentioned earlier, job evaluation itself does not determine pay but simply provides a basis for developing pay structures. The Council will be developing a new pay structure based on the new Spinal Column of hourly rates that will be agreed by the Scottish Joint Council.

The Council will not be able to inform you of your new pay until the new pay structure is developed. Negotiations will take place with recognised trade unions on the new pay structure.

14. Will my other terms and conditions stay the same?

The Council is currently gathering information on existing terms and conditions of service. At present there are a number of conditions of service which vary between manual workers, residential workers, nursery staff and administrative/professional/technical/clerical staff. As the purpose of the Single Status Agreement is to harmonise terms and conditions of service, then recommendations to achieve harmonisation will be made to the Council. Negotiations will take place with recognised trades unions regarding any proposed changes to terms and conditions of service.

15. What happens if my post is upgraded as a result of Job Evaluation?

If your job is upgraded, then you will receive details of your new higher salary and implementation arrangements. Any proposal to phase implementation arrangements will be discussed with your trade union representative and you will be advised accordingly.

16. What happens if my job is downgraded as a result of Job Evaluation?

Research has shown that in most organisations introducing a new job evaluation process some jobs will be upgraded, some jobs will stay the same and some jobs will be downgraded as a result. If your job is downgraded, your earnings will be protected on a three-year cash conserved basis. In addition, if you are a member of the Strathclyde Pension Fund you will be issued with Form S.20 that will protect your earnings for pension purposes for up to 10 years.

17. Will someone doing a similar job to me in another local authority receive the same pay?

Not necessarily. Job evaluation is a process that defines the relative worth of jobs within an organisation. As the job evaluation scheme is being applied at a local level within each of the local authorities it is likely that variations between similarly titled jobs will emerge based on how the job is carried out in each local authority. In addition, the development of pay structures at a local level may also lead to different types of pay structures based on individual local authority remuneration strategies. All Councils continue to strive to maintain their "good employer" status and East Ayrshire Council will aim to put in place the best possible harmonised pay and conditions package having due regard to any additional financial pressures the agreement may bring. Trade Union representatives will be fully involved in this process.

18. When will all this happen?

The Council is working towards the national implementation date of 1 April 2002. In the meantime existing arrangements relating to pay and grading will remain. Prior to implementation jobholders will be advised of the salary applicable to the job together with other arrangements that may apply, such as any phased implementation, salary protection etc.

19. What if I change jobs?

If you change jobs before the implementation date, then your new pay will be that which applies to your new job. Whether you are asked to provide job related information in your new post would be a matter of timing of your appointment.

20. Can I appeal against the Job Evaluation outcome?

Yes. Every employee has an individual right of appeal against the evaluation outcome of their job, regardless of whether job information was provided by themselves or a colleague. The right of appeal will be notified to you when you are advised of the evaluation outcome of your job and how it links to the new pay structure.

The Council will establish an Appeals Procedure that will specifically apply during the implementation of the Single Status Job Evaluation Scheme. This will be issued before the publication of job evaluation results and will contain information on the admissible grounds of appeal and the appeals process.

**Corporate Resources (Personnel Services)
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AGENDA