

## **Job Evaluation Procedures**

### **1. Procedure for New Jobs or Re-Evaluations**

1.1. A Job Description will be completed and agreed locally then signed off by the jobholder, the line manager and the Chief Officer.

1.2. The Job Description and any supporting documentation (e.g. person specification, organisation chart, and job dimensions) will be sent to NPD Human Resources where receipt will be logged and acknowledged.

1.3. A desktop evaluation will be carried out initially by an accredited evaluator from a list of Standing Committee for Probation Chief Officer Grades accredited persons using standard Hay JE methodology and conventions and a draft rationale prepared. The evaluation rationale with copies of all the documentation will be forwarded to three further Hay accredited members of a job evaluation panel. The panel, including the initial evaluator, must in total involve two employer and two trade union representatives drawn from:

- NPD
- PBA
- GMB/Napo

1.4. A final evaluation score and rationale will be agreed by the panel.

1.5. Results will be added to the rank order of all PCOG roles held by NPD Human Resources.

1.6. The Chief Officer will be advised of the outcome of the evaluation and the resulting pay band.

1.7. For a role which does not have a job holder (i.e. a newly created post) the same process will apply except that the job description will only need to be agreed by the line manager and Chief Officer. Furthermore, the role will be re-evaluated in the light of operational experience after a period of between 6 and 12 months.

## **2. Appeals**

2.1. The PCOG appeals process will be overseen by a national appeals committee convened by the Probation Boards Association (PBA). This is in recognition that the majority of local Probation Boards do not have Hay trained/accredited staff who understand the mechanics and complexities of the evaluation methodology.

### **2.2. Governance**

2.2.1 An appeals panel of three people will be convened by and overseen by the Probation Boards Association. The decision of the panel is final as it relates to job evaluation, grading and related pay issues.

2.2.2 The appeals process will be followed by all Probation Areas.

### **2.3. Constitution of the Appeals Panel:**

2.3.1 The Appeals Panel will be made up of three people who are fully trained and accredited in the Hay method of job evaluation as applied in the National Probation Service. At least one panel member will be nominated by the recognised trade unions and one member by the employers. No more than one member of the panel is to have been involved in the original evaluation of the position which is the subject of the appeal. The original evaluation upon which the appeal is based will be made available to members of the panel.

2.3.2 The Chair of the Appeals Panel will be agreed in advance by all parties. The Chair will be responsible for keeping a written record of proceedings and ensuring that the appropriate formalities are observed. The Chair is responsible for leading the Panel to a consensus decision and will sign the final letter advising the appellant of the outcome of the appeal.

#### 2.4. Terms of Reference for Appeals Panels

2.4.1 The Appeals Panel will be responsible for conducting hearings for the final, formal, stage of the JE appeals process and will only be convened when all informal attempts at resolution have been exhausted.

2.4.2 The appellant(s) may make oral or written representations to the panel, and may be accompanied by a union representative or workplace colleague. Any written submission must be available to the panel at least five working days before the appeal is heard.

2.4.3 The purpose of the meeting is to enable panel members to fully understand the reason for the appeal and clarify any areas of misunderstanding.

2.4.4 A written note of proceedings will be required for future reference.

2.4.5 The appellant(s) should be notified in writing as soon as possible of the outcome of the formal appeal, normally within 20 working days of the date of the hearing.

2.4.6 Notification of the outcome should be in writing and any subsequent changes to employment contracts should be handled in the normal way.

2.4.7 The decision of the Appeals Panel will be final.

## 2.5. Summary

There are a number of situations in which an employee or group of employees may wish to appeal against or seek review of the grading of their jobs:

- (A) Disagreement over the evaluation of their job(s).
- (B) The job has changed significantly since the evaluation.

## 2.6. Disagreement over the Evaluation of a Job

### 2.6.1 Grounds for Appeal

- An employee (or group of employees) may appeal against the local evaluation of their job on the following grounds:
  - Insufficient or otherwise inadequate information was available to the panel which undertook the initial evaluation of the job;
  - The available job information was misunderstood or misinterpreted by the evaluation panel.

### 2.6.2 Initiating an Appeal

- An employee (or group of employees) who wishes to appeal against the evaluation of the job must submit the claim in writing to the senior HR Manager of the local Probation Area within 20 working days of receipt of the outcomes by the employee, explaining why they consider the evaluation to be incorrect.

### 2.6.3 Informal Review

- As a first step, to allow for clarification and possible resolution of the issues, these should be discussed informally between the employee, the Chief Officer or nominated representative and (if appropriate) their union representative, as soon as possible.
- If the job description, on which the evaluation was based was found to be significantly incomplete, a new job description will then be prepared and agreed by the Chief Officer. The agreed job description will then be submitted for re-evaluation in line with the process outlined in paragraph 1 above.

### 2.6.4 Formal Appeal

- If the informal review does not result in agreement, the formal appeal should be forwarded within 20 working days of the informal meeting date.
- The formal appeal should be heard by a panel as outlined in paragraph 2.3 and the panel will consider whether the new information/ representations change the original evaluation.
- The appellant may make oral representations to the panel, either in person or through a union representative. The purpose of the oral representations is to clarify the issues. The panel may ask questions.

### 2.6.5 Notification

- The appellant should be notified as soon as possible of the outcome of the formal appeal and, in any event, within 20 working days of the date of the hearing.

## 2.7. Future changes in job content.

### 2.7.1 Grounds for Review

- An employee (or group of employees) may request a review of the evaluation of their job on the grounds that the job has changed substantially since the initial evaluation, so that the job is significantly different to that which was evaluated originally by the panel. The substantial change may have happened as the result of a reorganisation of work, or may have occurred through a series of incremental changes over time.

### 2.7.2 Initiating a Review

- An employee (or group of employees) who wishes to request a review of the initial evaluation of the job must submit the claim in writing to the Chief Officer, explaining the changes which have occurred to the job. It is expected that such a request for review will normally have the support of the line manager, where appropriate.

### 2.7.3 Informal Review

- As a first step, to allow for clarification and possible resolution of the issues, these should be discussed informally between the employee, the Chief Officer or nominated representative and if appropriate their union representative as soon as possible.
- If it is agreed from the discussion that substantial changes to the job have taken place, then the job description should be revised to accommodate these and agreed by the Chief Officer. The agreed job description will then be submitted for re-evaluation in line with the process outlined in paragraph 1 above.

### 2.7.4 Formal Review

- If the request for review of the evaluation is not settled or withdrawn as a result of the informal review, a formal appeal may be forwarded within 20 working days of the informal meeting date.
- The formal appeal should be heard by a panel as outlined in paragraph 2.3 and the panel will consider whether the new information/ representations change the original evaluation.
- The appellant may make oral representations to the panel, either in person or through a union representative, if desired. The purpose of the oral representations is to clarify the issues. The panel may ask questions.

### 2.7.5 Notification

- The appellant should be notified as soon as possible of the outcome of the formal appeal and, in any event, within 20 working days of the date of the hearing.