

Framework Project – Role Evaluation Processes from June 2007

Reviews and Ongoing Role Analysis

To enable us to reach a point of having conclusive grades for all staff there are several strands of work to be managed over the next phase:

- Hierarchical issues – review
- Inconclusive Roles
- Individual Appeals
- New Roles requiring grading
- Role Outline Forms which have not yet been submitted for roles

It is proposed that, whilst priority will be given to hierarchical issues and inconclusive roles, the project team will continue to progress individual appeals and role outline forms submitted as part of the framework project. Evaluation of new roles for grading purposes will continue as outlined in the previously circulated schedule.

As grades are concluded for roles individuals will be notified immediately and any changes applied to the HR/Payroll system, backdated to 1 August 2006.

Hierarchical Review Process – led by Managers with HR Officers

Roles that are inconclusive due to hierarchy issues are considered a priority. To enable us to deal with these roles swiftly HR Officers will work closely with line managers to review the roles affected and information evaluated to consider if there should be any matching of individuals to roles or further information required.

Line managers should speak to individuals to inform them if they need to discuss any changes to information submitted for evaluation, including the possibility of completing a new evaluation form.

ACTION: HR Officers to schedule meetings with HoDs/Line Managers

Inconclusive Roles – led by Service Directors/ HoDs/Managers

To enable Role Analysts to conclude grades for the inconclusive roles it is necessary for the line manager and individual to verify the information to be evaluated.

1. Role Outline Form to be reviewed by appropriate Manager and Individual to consider:
 - a. does it provide an accurate description of the job that could be understood by someone with no knowledge of what the job entails;
 - b. are there sufficient examples to support statements made and to give context and scope to the role;
 - c. is there any additional information that should be included (see 2 below);
 - d. is it appropriate to evaluate the role separately or in conjunction with other roles in a department/group/section;
 - e. is it appropriate to match the individual to a concluded role.
2. The attached form should be used to provide any additional evidence to be considered by Role Analysts when the role is re-evaluated.

3. When all information is agreed, signed off and dated by both the line manager and individual it should be submitted via the line manager to the HR Project Team at the earliest opportunity.
4. If it is agreed by the line manager and individual that a role should not be re-evaluated and that the individual or a group of individuals should be matched to a concluded or common role this will be discussed with the HR Officer who will confirm to the HR Project Team if this is the agreed outcome, and the necessary steps taken to verify the matching.
5. The HR Project Team will schedule daily role analysis sessions for the period July to December 2007. Forms re-submitted for evaluation will be handled on a 'first come first served' basis.
6. The Role Analysts' Review Group (RARG) will be re-convened to meet on a weekly basis with a remit to review emerging outcomes for consistency and identify potential sore thumbs or hierarchy issues for further consideration.
7. Concluded roles that have been validated through RARG will be actioned immediately thereafter – managers and individuals will be notified accordingly.

Generic Role Profiles for Secretarial Support Staff

The HR Project Team will develop a number of generic profiles for secretarial/clerical support staff based on evidence submitted for such roles that have concluded grades. The next stage will be a matching process, undertaken by Role Analysts with verification by the appropriate line managers/ Heads of Department, which relates to and is supported by the evaluation of a role. It is therefore important for line managers to review and confirm the evidence submitted and used for evaluation before the matching process is undertaken. It is anticipated that this process could resolve a number of inconclusive results.

Individual Appeals

An individual who has been notified of a concluded grade has a right of appeal. Once an individual has indicated that they wish to appeal this will be acknowledged in writing and copied to the line manager. The first stage of the agreed process involves a meeting between the individual, line manager and 2 role analysts (1 HR Officer and 1 Trade Union Representative) to confirm and verify the information that is to be evaluated. Where possible line managers are advised to review the evidence submitted with the individual prior to the meeting so that they are fully familiar with any issues and can relay the relevant information to the role analysts at the meeting.

For further information about the agreed Appeals Procedure please refer to the Framework Website <http://www.frameworkagreement.stir.ac.uk> or contact HR Services.

Market Pay

In a number of Professional and Technical roles it may be necessary to conduct a separate exercise to review Market Pay with a view that a Market Supplement may need to be applied to a role.

Carole Docherty
HR Project Manager
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Additional Evidence for Evaluation - Inconclusive Roles

ROLE CODE:

**Please list any additional information under the appropriate heading.
Provide examples of the tasks being carried out - if new duties please state the date of commencement if they began after the role was originally evaluated.**

Communications:

Teamwork and Motivation:

Liaison and Networking:

Service Delivery:

Decision Making:

Planning and Organising:

Initiative and Problem Solving:

Analysis and Research:

Sensory and Physical Demands:

Work Environment:

Pastoral Care and Welfare:

Team Development:

Teaching and Learning Support:

Knowledge and Experience:

Verified by:

Role Holder:

Line Manager:

Date: