



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 127 Job Evaluation

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PD 381 Police Staff Recruitment and Selection Procedure

Authorised (Head of Dept/FEB)

Signed:

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Post:

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
2		Lisa Poole	PPO, ER&E	Redesign of process
2.1	Nov 2005	Lisa Poole	PPO, ER&E	Minor amendments to update authorising responsibility. Also to 3.15 (a) and (m), 3.16 (g) and Appendix 3 point 5.
2.2	March 2006	Lisa Poole	PPO, ER&E	Change from DCC authorisation to DHR
3.0	Dec 2013	Jayne Maione	HR Consultant	Review and redesign procedure
3.1	June 2017	James Lunn	HR Senior Manager	Review and update

SECTION 2 AIMS / OBJECTIVES

It is essential that Nottinghamshire Police undertakes job evaluation consistently, objectively and rationally to compare the relative worth of police staff jobs and ensure equal pay is achieved for work of equal value. Nottinghamshire Police has adopted the Hay Group Job Evaluation Scheme for this purpose.

All police staff jobs should have up to date evaluated job descriptions and further evaluations may be required due to:

- changing organisational requirements for the job - either one off job changes or part of a wider management of change programme;
- the police staff member and their line manager confirming that there have been material, permanent changes in required accountabilities, responsibilities and decision making and the existing job description is no longer accurate;
- a requirement for a new job, for which there is no existing job description, person specification or job evaluation grade.

This procedure has been developed to ensure that:

- all police staff jobs are evaluated equitably, transparently and consistently using the Hay Group Job Evaluation Scheme;
- the job evaluation procedure is straight forward, accessible and easily understood.

SECTION 3 DETAILS

Principles

The principles of the procedure are as follows:

- The requirement of the job, not the performance or abilities of any person currently performing it, will be the focus of the job evaluation.
- All police staff jobs will be clearly defined by line managers / job holders with final approval sitting with Heads of Divisions/ Departments.
- All job descriptions will be transparently and consistently evaluated in a timely manner.
- Job evaluation will be undertaken by a pool of fully trained and experienced Hay Group job evaluators.
- The HR Senior Manager (or a nominated representative) is responsible for the job evaluation process and will identify a representative to support them with coordination.

For further information, the procedure on writing job descriptions, person specifications and the job evaluation process is available on the HR Intranet. Advice may also be sought from HR Business Partners.

Evaluation of a new job

Before evaluating a new job, the Head of Department/ Division must ensure they have formal approval to add the post to their establishment.

The line manager should then submit G2048A New Post Grading Application Form to the relevant HR Business Partner.

The HR Business Partner will review the application to make sure it is accurate, complete and fit for purpose and provide advice where necessary before forwarding to the HR Senior Manager (or their nominated representative).

The HR Senior Manager (or their nominated representative) will:

- review the application and confirm if it is full and complete;
- consider any issues of Force wide benchmarking, comparisons or generic jobs (if the job is benchmarked then there is no requirement for a job evaluation panel);
- refer the application to the next available job evaluation panel and keep all parties informed, including inviting the expert witness to attend the panel.

Individual re-evaluation applications (re-grades)

A line manager, Head of Department/ Division or any member of police staff have the right to request a re-evaluation of a job if there is a substantial material change in the job accountabilities. If more than one person does the job, at least half of the job holders must support the application for a re-evaluation. This will be evidenced by signatures on the application. The outcome of the job evaluation will be applied to all job holders consistently.

Eligibility for a re-evaluation (re-grade)

For an individual to request a re-evaluation of their job, they must:

- be employed in the job at the date of the application;
- have satisfactorily completed their probationary period.

The post must also:

- have a significant and permanent change in material accountabilities, responsibilities and decision making;
- not have been evaluated in the last 12 months;
- not be currently within an organisational structural review.

Process for a re-evaluation (re-grade)

The individual post holder and their line manager should complete G2048B Re-Grading Application Form and seek approval from the relevant Head of Department / Division before submitting it to the HR Business Partner with an overview of the significant and permanent change in material accountabilities, responsibilities and decision making.

The HR Business Partner will establish if there are other impacted jobs holders within Nottinghamshire Police and assess whether there is evidence that all existing job holders have been consulted.

The HR Business Partner will review the application to make sure it is accurate, complete and fit for purpose and confirm that there is a substantial, permanent, material change in accountabilities, responsibilities and decision making. The HR Business Partner will provide advice where necessary before forwarding to the Senior Manager (or their

nominated representative). If there is no substantial, permanent or material change to the post it will not progress to a Panel. There is no appeal against the Business Partners decision.

The HR Senior Manager (or their nominated representative) will:

- review the application and confirm the date that it is approved ready for evaluation (this date will be used as the 'effective from' date should a re-grade result from the evaluation); at the review stage if there is no substantial, permanent or material change to the job it will not progress to a Hay Panel.
- consider any issues of Force wide benchmarking, comparisons and generic jobs (if the job is benchmarked then there is no requirement for a job evaluation panel);
- refer the application to the next available job evaluation panel and keep all parties informed, including inviting the expert witness to attend the panel.

The expert witness cannot be the job holder and will usually be the line manager or Head of Division / Department. In certain situations there may be someone else with more specific expert knowledge of the role.

Job Evaluation Panels

A pool of Job Evaluation assessors will be trained across the Force and required to evaluate jobs on at least 6 panels every 12 months (to retain eligibility to evaluate). Job Evaluation Assessors may be police staff or police officers.

Each Job Evaluation Panel will normally consist of 4 members (with a minimum of 3) who are independent to the jobs being assessed. Where possible the panel will be diverse in make-up. The panel will usually be chaired by the Senior Manager (or a nominated representative); although in exceptional circumstances another panel member may chair the panel. The role of the Chair is to ensure the panel members consistently and objectively evaluate the jobs using Hay Group methodology.

A trade union representative will be invited to join the panel as a silent observer to satisfy themselves of consistency of approach and transparency in the process. Their role is not one of representation, or panel evaluator. The panel may still evaluate the job in the absence of a trade union representative.

The HR Senior Manager (or a nominated representative) will invite an expert witness to attend and ensure the panel has a thorough understanding of the job. The panel may proceed if an expert witness is not available.

The panel will evaluate the job and record their assessment. The Chair will place the job within the grading structure to ensure it 'fits' in with jobs of an equivalent size/profile.

Final approval will be obtained from the Head of HR&OD or their nominated deputy.

The HR Senior Manager (or their nominated representative) will inform the job holder, line manager, HR Business Partner and Finance Business Partner of the job evaluation grade and co-ordinate, via HR Operations, any establishment update, Origin update, contract amendment and salary adjustment.

Management of Change

Any restructure of a department must be managed with the appropriate HR Business Partner and handled within PD 587 Management of Change Procedure.

Any new or redefined jobs will be evaluated using Hay Group methodology.

If a job is re-evaluated and increases by two grades or more, in normal circumstances the old job will have been deemed to be redundant and the PD587 Management of Change Procedure will be triggered. The job holder will have the opportunity to apply for the new job, although they will not have an automatic right to it. In exceptional circumstances the Head of HR&OD may exercise their discretion and confirm the re-grade without reference to PD 587 Management of Change Procedure.

Salary adjustments

A job evaluation could result in the grade for the post increasing, staying the same or being reduced. If a job is re-evaluated as a result of a re-grade (at the request of the individual job holder), any adjustment to salary scales will be applied from the effective from date, whether the evaluation is greater or smaller than the current job grade. (See above)

If the re-evaluation is not submitted by the job holder and the job evaluation has changed, the PD 587 Management of Change Procedure will apply, including any relevant salary protection.

Data protection and monitoring

The HR Senior Manager (or their nominated representative) will:

- retain all job evaluation paperwork for 12 months following the initial evaluation panel
- maintain an electronic file of all evaluated job descriptions and the associated job evaluation results to enable organisational benchmarking and consistency
- monitor all applications, appeals and outcomes for equality impact.

Confidentiality

Job evaluation panel discussions are completely confidential. Any breach of confidentiality may result in disciplinary action.

Appeal against evaluation outcomes

Where a job holder(s) or Line Manager has additional evidence that was not originally considered and may affect the outcome of the evaluation, they may submit an appeal using the Appeal Form G2048C The Appeal Process & Form to the Head of HR&OD for consideration.

The appeal must be received within 14 calendar days of the notification of the original evaluation.

The job holder or Line Manager must give a written explanation of the appeal and why they believe the additional evidence is relevant and why it is now available. The Head of Department and HR Business Partner will be required to provide a written statement of whether they support the appeal and the reasons for doing so using the Appeal Form.

The Head of HR&OD will acknowledge receipt of the appeal and investigate it within 28 calendar days, including possibly referring the case for re-evaluation.

The Head of HR&OD will provide a written response to the appeal. There is no further right to appeal.

Complaints

In the unlikely event that an individual feels this procedure has not been appropriately followed or they have been subject to unlawful discrimination or unfair treatment, they should first seek to resolve the matter informally via their line manager. If this is ineffective, they should refer to PS 141 Grievance Policy. The Force will not investigate any grievance which is based on dissatisfaction with the evaluated grade as there is a right of appeal within this procedure for this purpose. There must be a procedural failing for a grievance to be accepted and investigated.

SECTION 4 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights and other legislation relevant to policing.