



# JOB EVALUATION - EVALUATING NEW AND CHANGED POSTS POLICY AND PROCEDURE

APPLICABLE TO ALL DCC STAFF INCLUDING SCHOOL SUPPORT STAFF UNDER  
NJC TERMS AND CONDITIONS BUT EXCLUDING TEACHERS

Agreed with Staff Side and GMB

Policy Date : August 2007

Human Resources  
Policy & Strategy & Job Evaluation Team  
Personnel & Performance Directorate

If you require further help in the interpretation of this policy you can contact the HR  
Helpdesk at [hrsshelp@devon.gov.uk](mailto:hrsshelp@devon.gov.uk)

**If this document has been printed please note that it may not be the most up-to-date version.**

**For current guidance please refer to The Source.**

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## CONTENTS PAGE / INDEX

1. Policy statement
2. Scope
3. Definition
4. Principles
5. Timescales
6. Equality
  
7. Procedure
  
8. Management Guidance
  
9. Flowchart of process
  
10. Terms / Abbreviations

### Appendices

- Appendix 1 Process of post evaluation by the Job Evaluation panel
- Appendix 2 'New Job' evaluation request form
- Appendix 3 New GLPC Job Evaluation Job Description and Person Specification for candidates
- Appendix 4 Blank GLPC job description and person specification to be completed by the manager, together with a score sheet to be completed by the J.E team
- Appendix 5 Explanatory notes to be used by managers when completing the blank GLPC job description
- Appendix 6 Notification form

11. Policy History

## POLICY

### 1. Policy statement

- 1.1 It is acknowledged that jobs are diverse in terms of their roles and responsibilities. As directorates, departments and teams change and evolve to meet the demands of changing regulations, business needs and budget requirements, then jobs within those affected teams could also be subject to change.
- 1.2 This policy and procedure has been written to ensure that all new and changed jobs continue to be evaluated in line with the Devon County Council (DCC) Job Evaluation scheme. This will maintain pay equality across all jobs within DCC (under NJC Terms and Conditions) on an ongoing basis

### 2. Scope

- 2.1 This policy and process will apply to all new and changed jobs within DCC and Schools, which are under NJC 'Green Book' conditions of service, but excluding jobs evaluated under the Hay Job Evaluation Scheme. It will not apply to staff employed under different Terms and Conditions, such as Soulbury / JNC.

### 3. Definition

- 3.1 A Job Evaluation (J.E) process will need to be undertaken for any job which is perceived to be a new job or one that is changed. For the purpose of this policy, a new and changed job can be defined as such if:
  - The duties of an existing job change in terms of responsibility and / or accountability for example, as a result of a re-structure, re-organisation or new business requirements.
  - A new job that is created within a team/department.

### 4. Principles

- DCC require all new or changed jobs to be evaluated in line with the DCC J.E scheme
- The J.E team will require managers/Head teachers to inform them of all new or changed jobs as shown in No 3 above, by completing the 'New Job' Evaluation request form (see appendix 2) and the new J.E formatted job description and person specification (see appendix 4) and sending them to the J.E team for evaluation.

- For a new or changed job to be advertised, it will require a grade to be given to the job by the J.E team.
- All Job descriptions must be signed off by the Head of Service/Head teacher, manager and the job holder (if they are in post at the time). The original, signed, authorised copy will be lodged with the J.E. Team and the 'date received' stamped onto it. The J.E team will e-mail the originating manager to formally acknowledge receipt of the Job Description.
- The employee with their manager's/Head teacher's support can nominate to have a job re-evaluated if the job has changed in terms of responsibility and/or accountability compared to the job description that it was originally evaluated against. This will go through the formal evaluation process (see appendix 1). Any changes to the grade will take effect from the date the evaluation was requested. If the manager/Head teacher will not support the re-evaluation claim then the employee has recourse through the DCC Grievance procedure.
- In the case of a new job, the new post holder can nominate to have the post re-evaluated if the duties of the post do not match the evaluated job description, the manager/Head teacher and employee can request this no sooner than six months and no later than twelve months from the date of taking up the post. Any changes to the grade will take effect from the date the post holder commenced in the post.

## 5. Timescales

- 5.1 Once the J.E team have the details of the job to be evaluated, they will provide a full evaluation or a 'match' to an existing job within eight weeks. Timescales will vary depending on whether the job matches with an existing job or whether it needs to be submitted to a formal evaluation panel. When the evaluation has been completed the J.E team will inform the PRiSM Systems Team and the manager/Head teacher concerned. The manager/head teacher will then need to inform their appropriate Admin team so that the process of advising Payroll of any changes can be carried out.
- 5.2 It is important that the manager/Head teacher submits the relevant information to the J.E team as soon as they are able to provide the details of the job. Timescales will need to be factored in as part of the process between evaluating a job and advertising it, a discussion with the J.E Analysts may be able to assist the manager/Head teacher in determining the timescale.

## 6. Equality

- 6.1 Devon County Council is committed to equality in this Job Evaluation policy.

6.2 No employee will be unlawfully disadvantaged on the ground of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

## 7. Procedure

7.1 All changed/new jobs (see No 3 above) will need to be notified to the J.E team by the manager/Head teacher. This must be done

- \* Before advertisement of the job.
- \* Before any allocation of grade is given to the job.

7.2 All notification of changed/new jobs needs to be given to the job evaluation team by completing and sending the 'new job' evaluation form (see appendix 2) and the DCC corporate GLPC compliant job description (see appendix 4). The J.E team will formally acknowledge receipt by e-mail.

7.3 The Job Analysts will determine the actual grade of a changed / new job. They will do this by

Running a **comparison check** with other current DCC jobs to establish if the job matches with an existing job. If the changed/new job does match with an existing job, then it will be allocated the Job Number for that job. Agreement will be sought from nominated GLPC experienced Trade Union Representatives within one week of any match being found. If no agreement is obtained, then a formal J.E panel will be called for the purpose of evaluating that job (see appendix 1).

7.4 On completion of the evaluation the Job Analyst will complete the evaluation fields on the job description that is the grade, JE job number, job GLPC profile, updated position title and sign it off at the bottom to say it has been approved by the J.E team.

7.5 The Job Analyst will then send a notification form (see appendix 6) to the PRiSM Systems Team and the originating manager/Head teacher together with the evaluated job description; this will have an explanation of the scores profile.

7.6 If the job is new it will need to go through the 'Request to advertise a new post' process before it is advertised.  
<http://staff.devon.gov.uk/pp/er/recruitment/pprecnewpostapproval.htm>

7.7 The manager/Head teacher will need to inform the job holder of the outcome or advertise the job in line with DCC recruitment policies. If there is a current job holder then the manager must notify Personnel Admin of the change to an individual's position and they will notify any pay changes to the Payroll Team. For all appointments in Schools the Head teacher is responsible for notifying Payroll on the appropriate payroll form.

7.8 Existing employees will have a right of appeal against the evaluation outcome. For new or changed posts, the employee and manager/Head teacher can

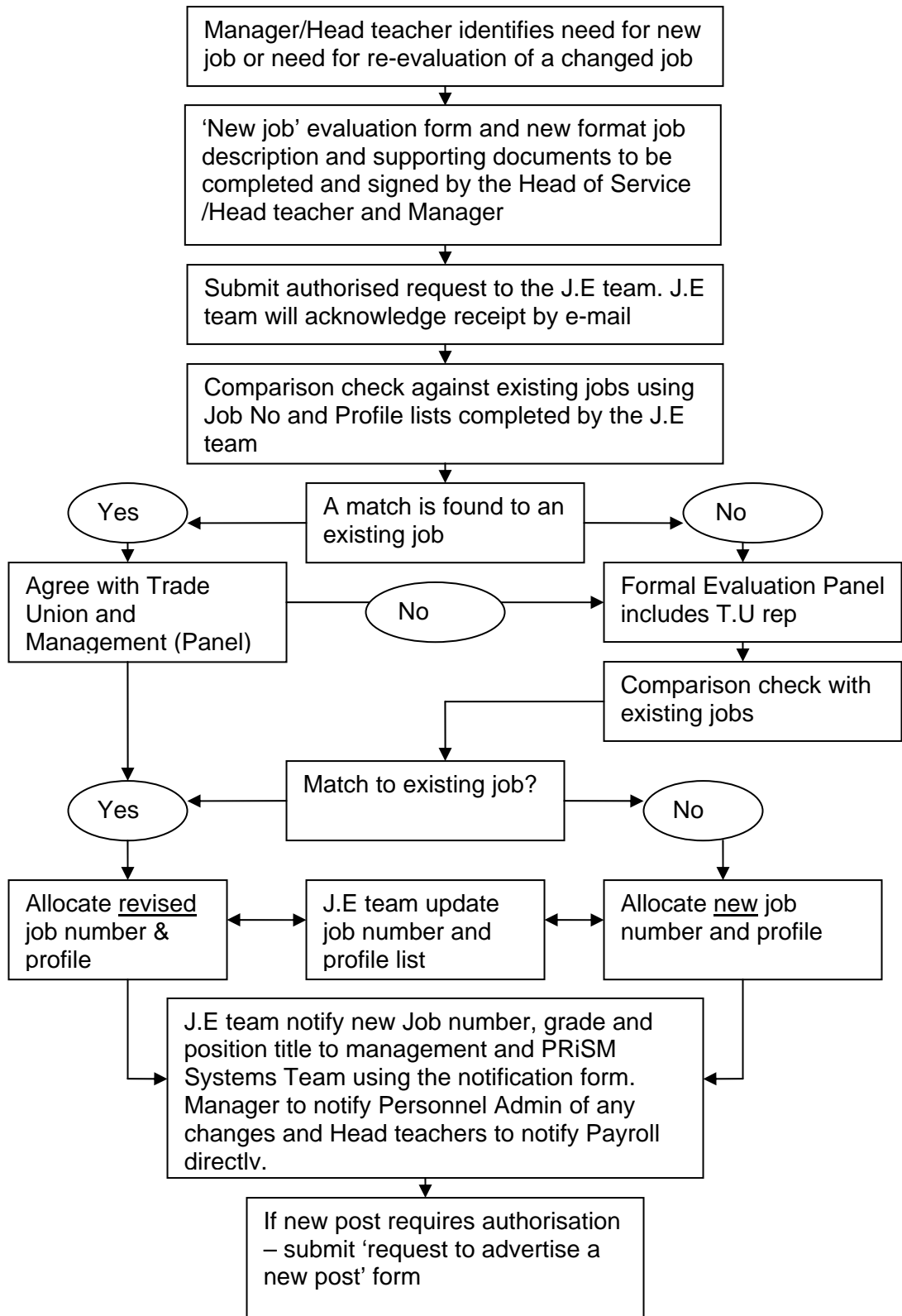
nominate to have the job re-evaluated where there is an apparent difference in what the job actually entails or the responsibility levels have changed, compared to the job description that it was initially evaluated against. For new posts, this must be done no sooner than six months and no later than twelve months from the date of the post holder taking up the post.

## 8. Management Guidance

- 8.1 If the manager/Head teacher requires advice or assistance in determining job design or timescales of evaluation, he/she may find it beneficial to discuss this with the J.E Analysts.
- 8.2 If it is a new job or an existing job where the duties have changed in terms of responsibility and / or accountability, the manager/Head teacher will need to notify the J.E team by completing a 'new job' evaluation form (see appendix 2) and a new DCC corporate GLPC compliant job description (see appendix 4). The job description will need to be signed by the Head of Service/Head teacher, manager (and employee if they are in post at the time); to confirm that it accurately reflects the duties of the job. The J.E team will formally acknowledge receipt of the job description by e-mail.
- 8.3 If there is more than one job, organisation design issues need to be considered prior to submission to the J.E team. The relationship between jobs and any career progression issues need to be documented and attached to the submission. It may also be helpful to provide a copy of the department/section structure chart. Whilst the evaluation would be undertaken on each job independently, the Quality Assurance process would expect to consider the whole structure.
- 8.4 Once the J.E team have evaluated the job, they will inform the PRiSM Systems Team and the manager/Head teacher by sending a notification form (see appendix 6) together with the evaluated job description.
- 8.5 If the job is new it will need to go through the 'Request to advertise a new post' process before it is advertised.  
<http://staff.devon.gov.uk/pp/er/recruitment/pprecnewpostapproval.htm>
- 8.6 No new or changed job should be advertised without an evaluation, or be changed on PRiSM unless the job has been issued with a job number by the J.E team.
- 8.7 All jobs should be advertised under the DCC recruitment standards.  
<http://staff.devon.gov.uk/recruitmentstandards2006.pdf>
- 8.8 If the job was an existing one that has been changed and the J.E outcome has altered the grade, job number, job profile or position title then the manager/Head teacher will need to formally notify job holder. The manager must also notify Personnel Admin of the change to an individual's position and Personnel Admin will notify any pay changes to the Payroll Team. For all appointments in Schools the Head teacher is responsible for notifying Payroll on the appropriate payroll form.

8.9 Existing employees will have a right of appeal against the evaluation outcome. For new or changed posts, the manager/Head teacher and employee can nominate to have a the job re-evaluated where there is an apparent difference in what the job actually entails or the responsibility levels have changed compared to the job description that it was initially evaluated against. For new posts, this must be done no sooner than six months and no later than twelve months from the date of the post holder taking up the post.

**9. FLOWCHART OF PROCESS**



## 10. Terms / abbreviations

J.E.	Job Evaluation
GLPC	Greater London Provincial Council
DCC	Devon County Council
CTP13	Administration form for change of employee details
PRiSM	New Personnel and Payroll computer system
Job	A generic term, which covers a specified range of duties and responsibilities, under a single job title. A 'job' may apply to one or more employees.
Changed post	This is a post that has changed in terms of accountability and / or responsibility
Post	Refers to an employment held by a member of staff and is specific to them individually.

## EVALUATION BY A JOB EVALUATION PANEL

### **Formal Job Evaluation panel:**

All changed/new jobs that require an evaluation by a J.E panel will be evaluated using information contained within the DCC corporate GLPC compliant job description.

The panel will consist of J.E team Job Analyst, a GLPC trained Employer's representative and a GLPC trained Union side representative.

The panel may evaluate more than one job at each panel session.

### **Post evaluation process:**

Chair of J.E panel will complete the evaluation fields of the job description that is the grade, JE job number, job GLPC profile. The evaluation panel chair will update the J.E job profile databases.

The outcome of the panel evaluation is that the job will receive a GLPC profile. This will then go through a job comparison process to determine if the evaluated job now matches with an existing job evaluated job. If this is the case then the job title will require changing to that of the title of the existing job profile and be allocated the job identification number.

If the matching, after the panel, involves a quality assurance change in the profile, and this results in a grade change then this will need to be signed off by a nominated GLPC experienced Trade Union Representative. If agreement cannot be reached then the job should go for a further panel.

If the evaluated profile for the job does not match with an existing job, then a new job title and JE job identification number will be created for the job.

The notification form and the signed and updated job description will then be sent back to the originating manager/Head teacher.

The outcome of the Panel evaluation will be notified to the PRiSM Systems Team and the manager/Head teacher. The manager/Head teacher will then need to inform their relevant Admin team so that the process of advising Payroll of any changes can be carried out. Specific information such as details of back pay or protection will be provided.

**New Job Evaluation Request Form to be sent with Appendix 4**

<b>Devon County Council</b>	
<b>Personnel and Performance – Job Evaluation</b>	
<b>New Job Evaluation Request</b>	
Originating Manager/Head teacher	
Directorate	
Department/school	
Location	

Is this a New Job or a Changed Job?

If it is a Changed Job:-

Previous Job Title	
Previous J.E. Job No.	
Previous Post No.	
Previous Grade	

Additional information attached yes / no?	
---	--

If yes please describe documents;

Please enter information to shaded box.

Signed .....

Dated .....

## Candidate's Job Description and Person Specification

**Please note; for the purpose of PRiSM (the new Personnel and Payroll system) – Job title has been changed to Position title and a Position number will be allocated to the job by PRiSM**

### Job Description

<b>Position Title</b>			
<b>Location</b>			
<b>Reporting to</b>			
<b>Position Number(s)</b>			
<b>Grade</b>			
<b>Directorate/Section/School</b>			
<b>Effective date of JD</b>		<b>JE Job Number</b>	

**Job Purpose including main duties and responsibilities:**

**Person specification:**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management	◦	◦	◦
Experience	◦	◦	◦
Practical Skills	◦	◦	◦
Communication	◦	◦	◦
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills	◦	◦	◦
Education and Training	◦	◦	◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

**Signatures:**

**Job Description agreed by:**

**Line/Originating Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Service/Head teacher :** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPENDIX 4

**Blank Job Description and Person Specification to be completed by the manager using Appendix 5 and sent with Appendix 2**

**Please note; for the purpose of PRiSM (the new Personnel and Payroll system) – Job title has been changed to Position title and a Position number will be allocated to the job by PRiSM.**

### Job Description

<b>Position Title</b>			
<b>Location</b>			
<b>Reporting to</b>			
<b>Position Number(s)</b>			
<b>Grade</b>			
<b>Directorate/Section/School</b>			
<b>Effective date of JD</b>		<b>JE Job Number</b>	

**Job Purpose including main duties and responsibilities:**

**This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job**

- 1. Supervision and Management:**
- 2. Creativity and Innovation:**
- 3. Links with other officers, Service users or Members of the Public:**
- 4. Levels of Responsibility:**
- 5. Effects of Decisions:**
- 6. Resources:**
- 7. Work Demands:**
- 8. Physical Demands:**
- 9. Working Conditions:**
- 10. Work Context:**
- 11. Knowledge and Skills:**

**Job GLPC profile – to be completed by the J.E team**

<b>SMP</b>	<b>C&amp;I</b>	<b>C&amp;R</b>	<b>D.D</b>	<b>D.C</b>	<b>Res</b>	<b>WDM</b>	<b>PDM</b>	<b>WCN</b>	<b>WCT</b>	<b>K&amp;S</b>	<b>Score</b>

**Person specification:**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management	◦	◦	◦
Experience	◦	◦	◦
Practical Skills	◦	◦	◦
Communication	◦	◦	◦
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills	◦	◦	◦
Education and Training	◦	◦	◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

**Please note; for assistance in completing the Person Spec please see the Recruitment Standards <http://staff.devon.gov.uk/recruitmentstandards2006>**

**Signatures:**

**Job Description agreed by:**

**Line/Originating Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Holder (if in place):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Service/Head teacher** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Structure chart – to be sent in by the manager as additional information with the job description and person specification if available**

Structure chart

## Explanatory notes for managers on completing the job description

<b>Job Description completion notes:</b>	
Position Title, Location, Reporting to, Work Base and Effective Date of JD to be completed by manager. Grade, Salary, and GLPC profile details to be supplied by Personnel and Performance Job Evaluation team. A position number(s) will be allocated by PRiSM when the job is put onto the system.	
<b>Job Purpose including main duties and responsibilities:</b>	
<p>This section should be used as part of the Recruitment Process. Please make sure you retain the page break and only copy the first section to any candidates. The candidates do not need to see any of the section that relate to the Evaluation process.</p> <p>Initially describe in brief what the job is therefore and why it needs to be done. Then briefly outline the key duties and responsibilities of the job. Concentrate on regular tasks and activities.</p>	
<b>GLPC Job Description – completion notes</b>	
This section should be used in conjunction with the Job Purpose (above) as part of the Recruitment Process.	
<b>Supervision:</b>	
1.	Give details on which staff the job holder has line management/supervisory responsibility for, the area/speciality of work. Give extent of this responsibility, eg work checking, appraisals, training etc. Give <u>numbers</u> , state whether full-time, part-time, contract, temporary etc. Provide a structure chart showing where within the department the job sits.
<b>Creativity &amp; Innovation:</b>	
2.	Describe here the level and extent of creative thinking/problem solving required to get the job done. For example design, contract specifications, counselling, application of ICT, policy development, interpersonal skills, written word, general task problem solving. What is the frequency of this problem solving (daily/weekly/monthly). Indicate whether the job holder has to follow guidelines and regulations, and how closely.
<b>Links with other officers, service users or members of the public:</b>	
3.	Describe here the normal range of contacts that the job holder has. What are the reasons for the contact, eg information, advice, negotiation, persuasion, care, assessing, developing, motivating. Indicate the frequency of these contacts etc.
<b>Levels of Responsibility:</b>	
4.	The freedom and level of decision making involved with the regular pattern of the job. The requirement to make decisions. The availability of guidelines and procedures limiting decision making.
<b>Effects of decision making:</b>	
5.	Describe the effects of decision making, the outcome, on budgets, people, services,

	objectives. This is the properly thought out end result of a decision made and not about the negative affect of not making a decision or doing something.
<b>Resources:</b>	
7.	Describe the tangible assets that the job holder is responsible for. Such assets are cash, buildings, plant/equipment etc. Does the Job have responsibility for data systems, eg Systems Administrator role.
<b>Work Demands:</b>	
8.	Describe the deadlines and timescales for tasks, what are the interruptions and their extent and suddenness, what is the frequency of those interruptions. Does the job holder have to juggle with conflicting priorities for example with resource needs.
<b>Physical Demands:</b>	
9.	Describe how physical the job is. The amount of lifting, carrying, working in awkward positions is required. What is the frequency at which the job holder is required to work in such conditions.
<b>Working Conditions:</b>	
10.	Describe whether in office environment, kitchen, outdoors etc. What is the percentage of time that the job holder is exposed to these conditions.
<b>Work Context:</b>	
11.	Describe the potential for injury to health from carrying out work, eg. Contact with public, working in traffic, using machinery etc. Describe the level and frequency of exposure to these risks.
<b>Knowledge &amp; Skills:</b>	
12.	What is the level of knowledge and skills and experience, qualities and attributes that are required to be held by the job holder in order to competently undertake full duties of the role. State academic qualifications and experiences gained through time that are a requirement of the job.

**New Job Evaluation Notification Form**

**Please note; PRiSM requires that 'Job Title' is changed to 'Position Title'**

<b>Devon County Council</b> <b>Personnel and Performance – Job Evaluation</b> <b>New Job Evaluation Notification</b>			
New or changed Job? Please specify			
If a changed job – what was previous position title?			
If a changed job – what was the previous grade?			
If a changed job – what was the previous J.E job number?			
New JE Job Number			
New JE Position Title			
New JE Grade		JE Score	
Back Pay / Protection – please give details			
Originating Manager/head teacher			
Originating Directorate/School			
Notification to:	PRiSM Systems Team Originating Manager/ Head teacher	Y/N	
Analyst		Date	

Please enter information to shaded box.

11.

### POLICY HISTORY

Policy Date	Summary of change	Contact	Implementation Date	Review Date
July 2007	New policy written as a result of the implementation of Job Evaluation	P&S / J.E	August.2007	31.08.2008