

HR & OD POLICIES

human resources and organisational development

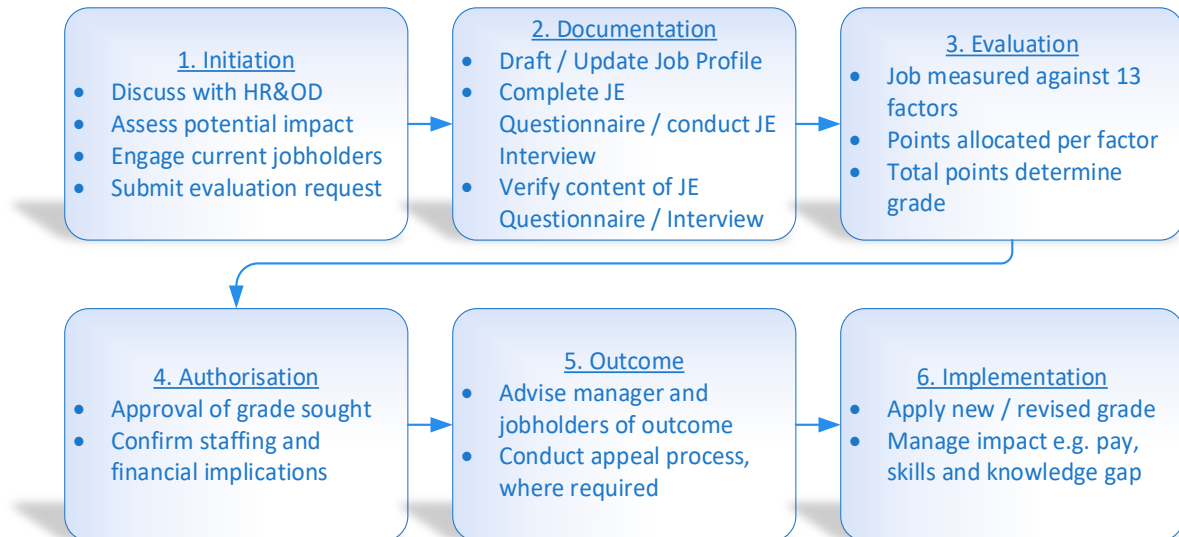


Grading of Chief Official Posts

Procedure

INTRODUCTION

The Council operates in a changing environment where the provision of responsive, cost effective and efficient services require us to regularly review how these are being delivered, including the need for new ways of working or changes in organisational structure. This may, in turn, involve altering the roles and remits of posts. Where new posts are being established or existing posts are being altered, job evaluation is fundamental to determining the value of the post through the consistent application of a robust and transparent process, as illustrated below.



In most cases, an evaluation will arise as part of a formal change process, however, it is recognised that, in exceptional circumstances a Chief Officer may seek to have the grade for their post re-evaluated if they consider that there has been a substantial increase in the demands and responsibilities of their role.

Prior to seeking the evaluation of a new post or the reevaluation of an existing post, managers and employees should seek guidance from HR&OD.

SCOPE

This procedure applies to all employees covered by the SJNC Scheme of Salaries & Conditions of Service for Chief Officials with the exception of the post of Chief Executive.

Posts are evaluated using the [Scottish Joint Council's Job Evaluation Scheme, 3rd Edition November 2015](#) which was designed to capture the range of job demand found across the entire job population of the Scottish Unitary Authorities, with the exception of the post of Chief Executive.

It covers the establishment of new posts, the process to make changes to existing posts and both manager and employee initiated regrading requests. Within the

procedure there are flowcharts detailing the key steps and actions required for managers and employees. Points to consider in advance of creating or amending posts are listed [here](#).

1. DETERMINING THE GRADE OF A NEW POST

In circumstances where a manager is seeking to establish a new post which has not previously been graded, the [‘Determining the Grade of a New Post’](#) flowchart should be followed.

As outlined, the Manager should draft a [Job Profile](#) and complete a [Job Analysis Questionnaire](#) and submit these to HR&OD for evaluation. A provisional grade can be indicated but would be subject to confirmation through evaluation.

HR&OD will evaluate the post using the [SJC Job Evaluation Scheme](#) and advise the Head of HR&OD of the outcome. The Head of HR&OD will seek authorisation of the grade from the Chief Executive.

2. DETERMINING THE GRADE OF A VACANT POST

In circumstances where a manager is seeking to change the demands and responsibilities of a post, the [‘Determining the Grade of a Vacant Post’](#) flowchart should be followed.

As outlined, minor changes to tasks and duties can be made to job profiles without impacting on the grade. Significant changes such as the addition or removal of service areas or budgets will require evaluation. HR&OD will assist in determining what changes have grade implications.

3. RE-EVALUATING THE GRADE OF AN EXISTING POST

3A. EMPLOYEE(S) REQUEST

In exceptional circumstances an employee may seek to have the grade for their post re-evaluated if there has been a substantial increase in the demands and responsibilities of their role, for example, the amalgamation of Heads of Service roles. The employee(s) should contact HR&OD to determine if the changes warrant re-evaluation. The [‘Employee\(s\) Request a Regrading of their Post’](#) flowchart should be followed.

Regrading requests on the grounds of comparability with other jobs, either within the council, with other councils or nationally will not be progressed

3B. MANAGER REQUEST

A Manager can request to re-evaluate the grade of a post if the demands and responsibilities of a post have increased, decreased or the post has never been subject to evaluation. The Manager should contact HR&OD to determine if the changes warrant re-evaluation and if there are any implications for other posts. The [‘Manager Requests a Regrading of a Post’](#) flowchart should be followed.

4. REGRADING PROCEDURE

To enable a post to be re-evaluated, employee(s) must participate in a job evaluation interview and from this a revised Job Profile and Data Collection Form will be produced which summarises the interview. The Manager will be asked to verify the content accurately reflects the responsibilities of the post.

HR&OD will evaluate the post using the [SJC Job Evaluation Scheme](#), advise the Head of HR&OD who will seek authorisation of the outcome from the Chief Executive.

If the grade is evaluated higher than the current grade, the revised grade is effective from the date the written request was submitted.

If the grade is evaluated lower than the current grade, the revised grade will be effective from the start of the following calendar month from the date when the grade is approved.

If the revised grade is the same grade the employee is currently paid, no further action will be taken.

The process is further detailed in the [‘Regrading Procedure’](#) flowchart.

5. APPEALING THE GRADE OF A POST

Employee(s) have the right to appeal their grade outcome. The appeal process is detailed in the [‘Appealing the Grade of a Post’](#) flowchart.

Consideration should be given to the timescales for the appeal hearing to enable appropriate arrangements to be made, particularly if an external chair is required.

At the hearing, appellants will state their case and the Manager will have the opportunity to respond to the specific points raised.

There are three possible outcomes of the hearing:

- Appellants case is upheld (employee wins case)
- Appellants case is not upheld (employee loses case)
- Further investigation is required. Employees will be informed of this verbally and the hearing will be reconvened if required.

The decision of the Chair is final and there is no further right of appeal.

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Index of Documents

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Revision Date	Previous Revision Date	Summary of Changes
05 10 2020		Creation of Document