

FREQUENTLY ASKED QUESTIONS

JOB FAMILIES

What is a Job Family?

A Job Family is a name given to a group of jobs that has broadly similar roles in terms of their occupational area or function. Although the level of responsibility, skill or competence will differ, the essential nature of the activities is similar across the Job Family.

Why are we introducing Job Families?

The introduction of Job Families will be fundamental in improving flexibility across the organisation, ensuring we have the right people with the right skills in the right place at the right time.

The approach will also provide greater clarity to support employees learning and career development. This will be done through rationalising job profiles and providing transparency in the skills, knowledge and experience required for each of the job levels.

How many Job Families will there be?

The number of Job Families is continually being developed and we anticipate that the Job Family Framework will consist of 5 job families:-

1. Care & Learning
2. Professional & Business Support
3. Community & Operational
4. Regulatory, Technical & Property
5. Senior Leadership

Who is covered by Job Families?

Job Families are being developed for Single Status employees excluding Teachers, Craft employees and Chief Officers.

When will the Job Families be implemented?

The Care & Learning Job Family was implemented in 2017 and the remaining Job Families will be implemented in the forthcoming months.

1. Professional & Business Support
2. Community & Operational
3. Regulatory, Technical & Property
4. Senior Leadership

Is my grade going to change?

Your grade will not change as a result of the introduction of Job Families.

Will my job title change?

It is unlikely there will be changes to job titles any employees affected will be notified.

What if I disagree with my job being placed in a particular Job Family?

In the first instance, you should discuss the matter with your line manager.

Have Trade Unions been consulted?

Yes, the Trade Unions have been consulted on the introduction and implementation of Job Families.

Will I receive a new role profile?

Yes, everyone within the Job Family Framework will receive a new role profile.

When will I get my new role profile?

Role profiles will be distributed to all employees when their Job Family is implemented.

What is a generic Role Profile?

A generic role profile uses broad terms to describe what is typically expected of the role and not a list of tasks associated with the role. The generic role profile provides an outline description of the knowledge, skill and accountability which is typically expected at a given pay grade. Role holders may not necessarily undertake all the activities within the generic role profile.

Where can I find further information?

If you have any questions, please contact your line manager in the first instance. You will also find further information and guidance on [ERIC](#).

If you are a member of a trade union you can contact them for further information.

You can also email HR@pkc.gov.uk if you have any additional questions.