

**PERTH & KINROSS COUNCIL**

**JOB FAMILY FRAMEWORK**

## **Job Families – Overview**

Perth & Kinross Council is a successful, sector leading organisation because of one key attribute – our people! As we continue to transform and redesign services, it's essential we develop and introduce tools and methods to support our employees as we face increasing demands and reducing budgets.

The Council is introducing a Job Family Framework which consists of five Job Families for single status posts within PKC.

### **What is a Job Family and why are we introducing this?**

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.

The introduction of Job Families will be a core element of the Council's proactive approach to supporting employee learning and career development and sustaining employability during periods of transformation and change. Job Families will also present the opportunity to consolidate and rationalise job profiles across the Council.

The introduction of Job Families will improve flexibility across the organisation, ensuring we have the right people with the right skills in the right place at the right time. It will also provide greater clarity to support learning and career development. This will be done through rationalising job profiles and greater transparency in the behaviours, skills and experience required for each of the job levels.

### **What does this mean for staff?**

It is unlikely the introduction of Job Families will significantly impact your day to day work however, it's important to understand what this may mean for you now, and in the future. You will find some examples below:

- Role Profile for each grade within a Job Family
- Greater focus on attitudes and behaviours
- Greater flexibility across the organisation so there will be greater visibility of opportunities to move to other areas
- More opportunities to use and develop new skills and experience by moving around the organisation
- Clear career paths for progression
- There may be times where there is a requirement to work in other areas of the organisation i.e. area of growth, project work and where there are resourcing issues

- The Job Family Framework enables greater flexibility as the behaviours, skills and experience required at each of the levels will be transferable both within and across job families
- There are no changes to your terms and conditions of employment as a result of Job Families

### **What will it mean for Managers?**

- Role Profiles for each grade within the Job Family will be available on Eric and also attached to the post within the Resourcelink system
- Recruitment adverts will now hold information relevant to the post so it's imperative to balance the amount of information within the advert to attract the best talent and 'sell' the vacancy
- Manage expectations from the start of the employment journey with PKC and have the conversation at interview so that employees know they are expected to be flexible - they have a job with PKC not necessarily the job they are in – it's about protecting people not jobs
- There may be times where there is a requirement to deploy staff due to an area of growth, project work and where there are resourcing issues and the key principles outlined in the Framework for Managing Workforce Change should be followed
- The Job Family Framework enables greater flexibility as the behaviours, skills and experience required at each of the levels will be transferable within the Job Family
- Further opportunities to use and develop new skills and experience for both managers and staff by moving around the organisation
- Clear career paths for progression which will support succession planning within teams and services

## Job Family Framework

Grade	1. Care & Learning	2. Professional & Business Support	3. Community & Operational	4. Regulatory, Technical & Property	5. Senior Leadership
GE1	Level 1	Level 1	Level 1	Level 1	
GE2	Level 2	Level 2	Level 2	Level 2	
GE3	Level 3	Level 3	Level 3	Level 3	
TAS4	Level 4	Level 4	Level 4	Level 4	
TAS5	Level 5	Level 5	Level 5	Level 5	
TAS6	Level 6	Level 6	Level 6	Level 6	
TAS7	Level 7	Level 7	Level 7	Level 7	
PR8	Level 8	Level 8	Level 8	Level 8	
PR9	Level 9	Level 9	Level 9	Level 9	
TL10	Level 10	Level 10	Level 10	Level 10	
TL11	Level 11	Level 11	Level 11	Level 11	
TL12	Level 12	Level 12	Level 12	Level 12	
SM13					Level 13
SM14					Level 14
SM15					Level 15

## Job Family Framework: Job Family Descriptors for the 5 job families:-

Job Family	Job Family Description
<b>1. Care &amp; Learning</b>	The Care & Learning Job Family delivers essential support every day to children and adults with a range of needs, with the focus on prevention and early intervention. This support is wide ranging encompassing service delivery by the statutory, voluntary and private organisations. These Services are there for people at all stages of life, in all kinds of circumstances. Support is outcome based which focuses on wellbeing, protection, security, learning and development to assist with healthy and independent living.
<b>2. Professional &amp; Business Support</b>	The Professional & Business Support Job Family provides an essential business support service to both internal and external customers to ensure effective delivery of Council Services. This job family covers a wide range of functions including finance, legal, information technology and systems, human resources, organisational development, business change, communications and public relations, procurement, administration and secretarial support. The roles are critical in delivering our strategic priorities, carrying out statutory and legal requirements and modernising and transforming the Council, enabling our people to make a positive difference to the lives of those within our communities.
<b>3. Community &amp; Operational</b>	The Community & Operational Services Job Family provides direct operational delivery of services to internal and external customers. The roles cover a wide variety of activities which include catering, domestic duties, ground maintenance, street cleaning, waste collection and disposal/recycling all providing an essential service to customers ensuring a healthy and safe environment.
<b>4. Regulatory, Technical &amp; Property</b>	The Regulatory, Technical & Property Job Family provide services of a technical or specialist nature to internal and external customers on behalf of the Council. The roles covers a variety of activities related to design, construction, inspection, maintenance of buildings, roads infrastructure, and grounds within Perth and Kinross area. Roles will provide design and review of construction and maintenance projects, develop and deliver land use, planning service to support and conform to national and regional objectives, ensure fair trading and ensure property and premises are safe and free from environmental issues. This job family will be responsible for applying and ensuring national standards and legislation are adhered to.
<b>5. Senior Leadership</b>	The Senior Leadership Job Family provides strategic leadership across the Council with responsibility to develop and plan business policy, strategies and operational plans to meet political and business requirements. The focus will be on ensuring services meet current needs and priorities; planning future services and delivering key strategic priorities and outcomes.

## **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 providing transparency in the skills, knowledge and experience required for each of the job levels.

#### **How many Job Families will there be?**

The Job Family Framework consists 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.

#### **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.

**When will the Job Families be implemented?**

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

Professional & Business Support  
Community & Operational  
Regulatory, Technical & Property  
Senior Leadership

**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](mailto:HR@pkc.gov.uk) if you have any additional questions.

# Insideneews

FOR EMPLOYEES OF PERTH & KINROSS COUNCIL

## Bulletin

**Job Families Update**

**August 2018**

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Following previous communications regarding the Job Family Framework we are now in the process of implementing the Professional & Business Support Job Family.

Employees within the Professional & Business Support Job Family will be issued a letter and their own role profile to their home address over the coming week. The new role profile will replace the current job description / profile.

If you have not received a letter by 20th August you should in the first instance speak to your line manager or you can check on [Eric](#) to see if your post is included. You can also contact [HR@pkc.gov.uk](mailto:HR@pkc.gov.uk) for further assistance.

Work has begun on the remaining job families which will be implemented in the forthcoming months, these are:

Community & Operational  
Regulatory, Technical & Property  
Senior Leadership

If you would like to find out further information why not attend one of the regular Learning Lunches where you will have the opportunity to discuss what job families may mean for you.

The introduction of Job Families and generic role profiles means that there is a greater focus on our job adverts to 'sell' the role and organisation and engage with potential candidates. We are now also offering 'Writing Effective Recruitment Adverts' learning lunches for managers involved in the recruitment process.

For further information on Job Families speak to your line manager, check on [Eric](#) or Trade Union members can obtain further information from their respective unions.