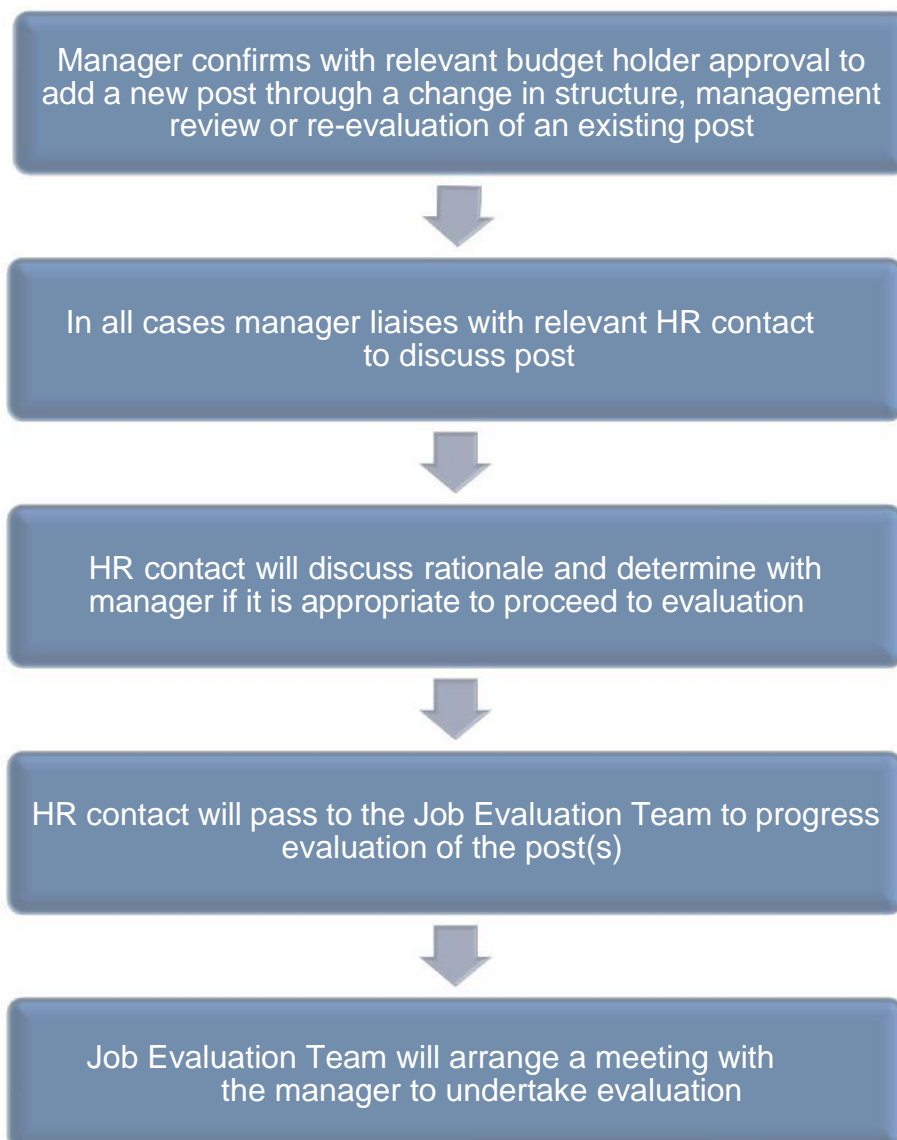


HOW TO – JOB EVALUATION REQUEST PROCESS

Managers requesting an evaluation of a new job or re-evaluation of an existing job

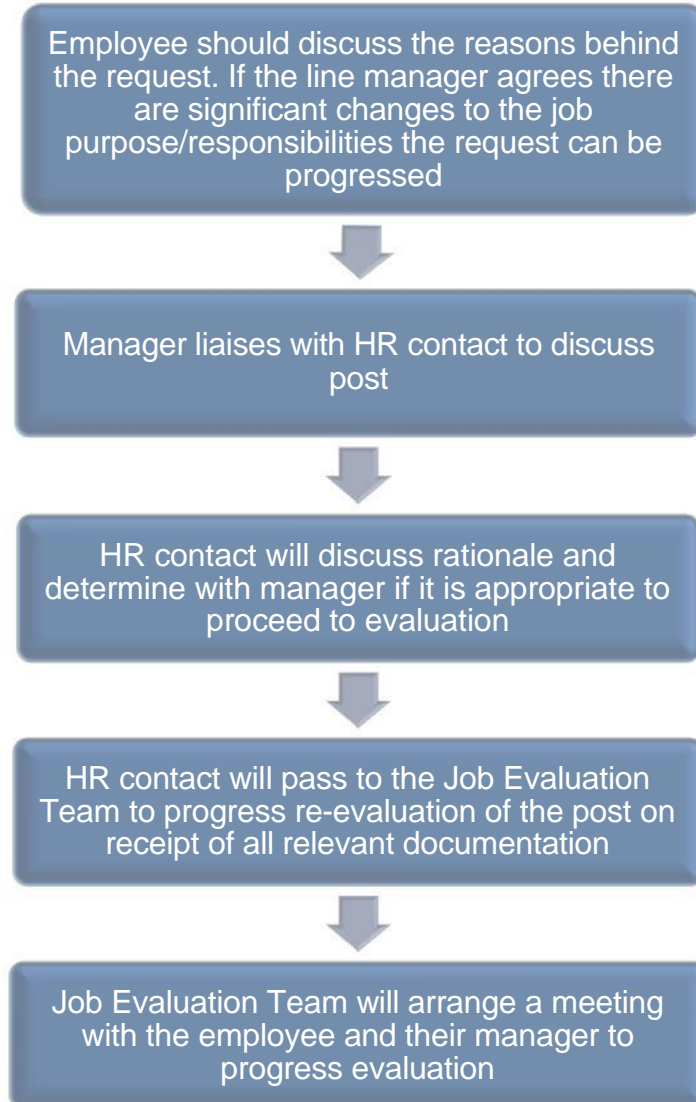
All managers have a responsibility to ensure the most effective and efficient organisation of duties and responsibilities for their team, having regard to the impact on customer, resources, finance and other team members.

To achieve our budget commitments and savings, managers should apply the [Post Management Provisions](#) as agreed by the ELT on 29 October 2024 when job evaluation requests are received.



Employees requesting a re-evaluation

In order to have a post re-evaluated there must be significant changes to the role which will be determined through discussion with your immediate line manager.



However, should the line manager not agree to the employee's request, the employee can ask for the matter to be referred to the relevant Head of Service in consultation with Human Resources for a determination. Should the decision be upheld that a post should not be re-evaluated the Head of Service will provide an explanation in writing to the employee within 7 days of the decision. The Head of Service decision is final and there is no further right of appeal.

Post Management Provisions

Changes to Grade - Job Evaluation Requests

The design and allocation of duties and responsibilities are a choice by management when designing and determining roles, structures, and ways of working. It is expected that managers will review and consider the impact of new operating models, transformation, the financial principles, and alternative options before allocating duties that may result in a regrading and before submitting any roles for evaluation or re-evaluation, similar to the expectations around filling of vacancies. Evaluation requests must not be used as an alternative to undertaking a review of an area of work.

If the outcome of an evaluation process results in a grade increase, managers are expected to review and re-consider the design of the role or review what work must continue to be delivered, what can be stopped or what can be re-allocated to another member of staff/alternative team to limit increasing the pay bill. Only once these have been exhausted should any grade change be implemented on an interim basis.

A fair and equitable application of the above is required from all recruiting managers.

29 October 2024

Implementing a job evaluation and outcome

Arrangements will be made to evaluate or re-evaluate jobs using the Scottish Councils' Job Evaluation Scheme as applied by the Council within 6 weeks following discussions with the HR contact and receipt of all completed and supporting documentation, which includes job profile, organisational chart (with grades), HR Checklist and Strategic Lead authorisation.

The evaluation/re-evaluation outcome will be communicated by email to the relevant Line Manager and Strategic Lead for final approval and copied to the HR contact for information.

Following the Strategic Lead approval, the change can be submitted through the MyPKC Staff Portal.

The new grade will be applied with effect from the first of the month following full approval by the Strategic Lead. In exceptional circumstances the Strategic Lead can determine an earlier implementation date.

For further information please speak to your HR contact in the first instance, call 01738 475555 or email hr@pkc.gov.uk