

## 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 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 will it mean for staff?**

All Single Status employees will be included within one of the five job families. 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:

<b>Focus on....</b>	<b>What does this mean for staff?</b>
Recruitment	<p>Role profiles for every grade within a Job Family which can be found on Eric.</p> <p>Recruitment adverts will hold more information relevant to the post, team, qualifications and any specific requirements of the role.</p> <p>Greater focus on attitudes and behaviours.</p> <p>Greater flexibility across the organisation so there will be opportunities to move to other areas within the organisation.</p>
Learning & Development	<p>Within the Job Family Framework there are role profiles for each level (grade) providing greater transparency in the demands and expectations of what is needed to progress. This will also support Learn Innovate Grow Development Discussions.</p> <p>More opportunities to use and develop new skills and experience by moving around the organisation.</p> <p>Clear career paths for progression.</p>
Flexible Working	<p>There may be times where there is a requirement to deploy staff to work in other areas of the organisation i.e. area of growth, project work and where there are resourcing issues.</p> <p>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.</p> <p>It is expected that managers will have open two-way dialogue with staff to discuss workforce priorities and where there is a requirement for staff to be moved.</p>
Terms & Conditions	<p>There are no changes to your terms and conditions of employment as a result of Job Families.</p> <p>All employees will receive a letter and role profile when their post has been incorporated into a Job Family.</p>
Communication	<p>Managers will be having discussions with staff in the lead up to a Job Family being implemented which will give an opportunity to ask questions.</p> <p>There are regular <a href="#">learning lunches</a> where you can find out more information and discuss what this means for you.</p> <p>For more information speak to your line manager or contact <a href="mailto:hr@pkc.gov.uk">hr@pkc.gov.uk</a>.</p>