

**Job Evaluation - Grading Process**

**1. Introduction**

1.1 The University is committed to the principle of equal pay for work of equal value.

1.2 In this respect the University will ensure that the pay is determined fairly and equitably through a consistent and methodical approach to job evaluation and grading.

1.3 The University uses HERA, which is a job evaluation tool that provides a systematic approach to gathering evidence of the skills and knowledge required to carry out a job effectively.

1.3 This process applies to the evaluation of all jobs within Grades 1-9. Generic role outlines for academic and research roles can be found [here](http://www.stir.ac.uk/hr-od/policies-and-guidance/jobevaluation/).

1.4 Job evaluation supports the University’s resource needs and is normally triggered for one of the following reasons:

* A requirement for new/different work to be undertaken.
* Significant and permanent changes to duties and responsibilities of an existing job.
* Restructuring and redesign of jobs

1.5 Job evaluation outcomes will not normally be reviewed again within a 12 month period.

1.6 If an employee believes that their duties and responsibilities have changed (and the line manager agrees that the changes are necessary), it may be appropriate to review the job grading with an updated job description. An increase in volume of work does not necessarily indicated a change in duties and responsibilities.

1.7 Deans and Director of Service will be responsible for ensuring adequate budget provision is available associated with job grading outcomes.

1.8 If an employee is required to undertake temporary additional duties, for example to accommodate staff absence, this should be considered under the acting up provisions within the term and conditions of employment.

**2. Process Steps**

**Stage 1 – Preparation**

2.1 Line Manager writes a job description or reviews the current job description using this template located on the website. This clearly sets out the duties, responsibilities and essential criteria related to the job.

2.2 The job description should be agreed with the Dean/Service Director (or delegated nominee) before being submitted for grading consideration. The agreed job description should be submitted to [hroperations@stir.ac.uk](mailto:hroperations@stir.ac.uk) outlining whether it is;   
  
1. A new job to be evaluated and graded. If similar to an existing job please give details of that post.

Or

2. A revised job description. If a revised job please indicate the current job title, role code and salary grade and whether it is anticipated that this new job description should replace the existing one.

**Stage 2 - Grading meeting**

2.3 A role analyst will arrange to meet with the Line Manager to discuss the job description and complete a role outline questionnaire. This will involves the manager being asked a number of questions linked to each of the 14 HERA elements. Details on the 14 HERA elements can be found at <http://www.stir.ac.uk/hr-od/policies-and-guidance/jobevaluation/>

2.4 The evidence is analysed and scored by a trained HERA role analyst.

2.5 The system produces a score based on the evidence which provides an indicative grade (linked to the University’s pay and grading structure). <https://www.stir.ac.uk/hr-od/pay-pensions-benefits/payscalesrates/>

2.4 All jobs evaluation outcomes will be subject to consistency checking before the final score is authorised.

**Stage 3 – Communication of the outcome and next steps**

2.6 Confirmation of the authorised grade (following consistency checking) will be provided within 2 working days.

2.7 Where the job description being evaluated is as a result of significant permanent changes to the demands of an existing job possible outcomes are:

* No change to grade or salary.
* Increase in HERA points leading to a higher grade.
* Decrease in HERA points leading to a lower grade.

2.8 Where an existing job holder’s grade changes they will normally move to the minimum spinal point of the new grade.

2.9 Where the salary grade is lower or the job has been evaluated due to organisational restructuring the Line Manager should speak with their HR Partner for guidance on next steps.