Job Evaluation Policy & Procedure

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<th>Policy Number:</th>
<th>KC/APHR/006</th>
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<tr>
<td>Date of First Issue:</td>
<td>October 2010</td>
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<td>Date of Most Recent Review:</td>
<td>August 2012</td>
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<td>Revision Number:</td>
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<td>Date of SMT Approval:</td>
<td>November 2012</td>
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<tr>
<td>Responsibility for Review:</td>
<td>A.P of Human Resources and Organisational Development</td>
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<td>Date of Next Review:</td>
<td>August 2014</td>
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Further information and advice is available from Human Resource Services. You may also seek the advice of your Trade Union Representative at any stage of the procedure.
Job Evaluation Policy

Introduction to Job Evaluation

As an employing organisation Kilmarnock College has a responsibility to ensure compliance with the obligations placed upon it by the Equality Act 2010.

The College carried out a College wide job evaluation project in 2009/10 and is committed to on-going job evaluation as is necessary. The key benefits of job evaluation are:

- To build on the excellent staff resource we already have so that we can have a staff body that is more unified and working towards a common purpose.
- To move forward on matters such as equality of opportunity, pay and reward systems, staff development and performance management.
- To comply with obligations of equal pay under the Equality Act 2010.

Job Evaluation (JE) is a system for ranking jobs logically and fairly by comparing job against pre-determined criteria to determine the relative value or worth of jobs to the College.

Key to the process is the commitment to consult with staff at all stages in the development and progression of the evaluation process undertaken by the College.

This Job Evaluation Policy and Procedure applies to all posts within Kilmarnock College and has been developed through discussion with College Management and the recognised Trade Unions.

The policy and procedure aims to ensure:

- the College is able to recognise the relative equal value of jobs across the organisation
- clarity of the purpose of the role of job evaluation in the College
- clarity on how the process of job evaluation is undertaken and maintained
- a consistent and fair approach to the grading and pay for jobs across the College.

Background:

Job Evaluation is the mechanism which allows the College to establish objectively the relative value of each job in the College compared to others across the College. The objective assessment of the value of jobs across the College provides the basis on which the College can review its pay and grading structures to ensure pay and grading supports equality of pay.
The College has adopted the NorthgateArinso Job Evaluation methodology, following a tendering exercise, in order to implement a fair, open, and transparent system of grading and pay, and has been assisted by NorthgateArinso consultants throughout the development and implementation of the process.

**Scope:**

The Job Evaluation process is applicable to all posts within the College.

A formal Job Evaluation Panel will meet to evaluate all new posts, or any posts where there has been a major restructuring or significant change.

Job Evaluation is the consideration of the duties of a post and not about the performance of the post-holder. Consideration of performance and personal development will be undertaken through the College’s Performance Development and Review Procedures.

**Purpose:**

The purpose of Job Evaluation is to provide a clear and transparent mechanism to determine and manage internal comparisons and inform the design of grade and salary structures.

The NorthgateArinso method of Job Evaluation is based around 5 key factors, (which contain subsets):

1. Responsibility
2. Knowledge
3. Mental Skills
4. Communication
5. Environment

Quality checks are built into the operating procedures of the job evaluation process.

**Main Features:**

The main principles and features of the Job Evaluation process will:

- Enable objective judgements to be made about relative job size, grading and salary.
- Enhance objectivity by providing factual evidence (job analysis) on which informed judgements can be based rather than relying on opinion or pre-conceptions.
- Provide a framework of defined rationales, which will help to form judgements.
• Evaluate the job, not the person – evaluations take no account of personal characteristics or performance of individuals.

Operating Guidelines:

Management Structure

The job evaluation project within the College has a management and administrative structure in order to oversee the process. This structure establishes the Senior Management Team as the Job Evaluation Appeal Panel and Job Evaluations are carried out by panels which will be comprised of a minimum of three members, including a member of the HR Services team.

All staff involved in analysing and evaluating jobs and roles will be thoroughly trained in the skills involved and the operation of the scheme.

• The evaluation is based on a Job Description for each job role in the College and is carried out by a pool of trained evaluators.

• Job Evaluation Panel members are a representative sample of the College in terms of background, expertise and current role and who have knowledge of the College structure or have considerable experience in job analysis.

• Job Descriptions will be written to an agreed format to enable jobs to be assessed to a common standard. HR Services will check that all Job Descriptions submitted to panels are completed to the standard required.

• Any individual identification, including name, gender etc, will be removed from Job Descriptions prior to evaluation.

• The operation of the scheme will be managed by HR Services.

• All staff will be given the opportunity to appeal the outcome of the evaluation.
Policy and Procedure Review

The Assistant Principal for Human Resources and Organisational Development has overall responsibility for ensuring the consistent application of this Policy and will be supported in the monitoring of the policy by HR Services team.

This policy and procedure has been subject to an Equality and Diversity Impact Assessment.

This policy and procedure will be reviewed every two years in line with HR Services review plans.
Job Evaluation Procedure

The following Job Evaluation procedure details the process of how the College will ensure job requirements will be reviewed in order to ensure they meet our needs and obligations and how it will support maintenance of the pay and grading structures within the College.

General Information

All new and existing jobs within Kilmarnock College will have an accurate and up-to-date Job Description and Person Specification, including Knowledge and Skills. Every post will be appropriately evaluated and graded through submission of the job description to a panel of trained job evaluators. All Job Evaluation Panels will consist of the Chair of the Panel from HR Services. A quorum of three staff, including the Chair of the Panel, will be required for any Panel meeting. Terms of reference and rules of engagement for the panel will be provided by HR Services.

When allocating and reviewing the grades of jobs, Kilmarnock College will ensure that:

- consistent decisions are made about grading allocation and rates of pay;
- the comparisons/differences existing between jobs within the College are managed;
- there is comparable worth between jobs so that equal pay can be provided for work of equal value.

The procedure has been developed to achieve these aims and to provide a clear and accessible system for grading review. It should, therefore, be used when reviewing the grading of:

- new posts
- reviews of existing posts either through requests by members of staff or Heads of Service / Managers
- existing posts due to organisational/departmental change.

This policy and procedure applies to all members of staff who are employed by the College.

Advice and support on any aspect of this policy and procedure may be sought from your Head of Service / Manager, Human Resource Services and/or your trade union representative.

Job Descriptions

The Job Description is developed and written by the Head of Service / Manager of the post in the context of what the department/section is required to contribute to the wider College objectives, taking care to ensure that the job
description describes a full job and includes all the key components. The post-holder will be given an opportunity to comment on the job description prior to the Head of Service / Manager finalising the job description unless the post is vacant.

The process is focussed on the requirements of one job in comparison to other jobs and is not about analysing an individual’s performance.

The Job Description format and guidelines for completion are attached at Appendices 1 and 2 to this policy and procedures.

Job Evaluation Procedure

New Posts

New posts are new roles to the College. They are not vacant posts that have been created due to a member of staff leaving a position.

Prior to a new post being advertised, the post will be evaluated in order that a grading and salary band can be determined for recruitment purposes. This exercise will be carried out by trained panel members. The Head of Service / Manager may be asked to attend the panel to provide additional information or provide supporting evidence as required.

The procedure is as follows: -

a) The Head of Service / Manager will identify the job demands of the new post, which should be stated in the job description format (Appendix 1) and agreed by the appropriate SMT member.

b) The Job Description will be forwarded to HR Services in order that a Job Evaluation Panel (JEP) can be convened to evaluate the job via the evaluation process. The JEP will comprise the Chair of the Panel from HR Services and two Job Evaluators, who have been appropriately trained, and who will not have been involved in the process of agreeing the job description.

c) A JEP will be convened to consider the information submitted and will evaluate the post. This should take place within 4 weeks of receipt of the request to HR Services.

d) The outcome will be quality assured to ensure that it is consistent with other similar jobs within the College. HR Services will confirm approval by the Senior Management Team.

e) The job will be placed in the appropriate grading and salary band within the College grading structure as determined by the JE score. All relevant documentation will be returned to HR Services who will advise the Head of Service / Manager of the panel’s decision.
f) It is necessary to allow a reasonable period of time for the job to “be established” and this may vary according to the nature of the job (likely to be around 6 months). Once the full demands of the post are clear, the job description will be reviewed by the Head of Service / Manager, in discussion with the post-holder, and the job description will either be amended to reflect the full duties of the post or confirmed as accurate.

g) If the original job description is confirmed, the existing band will be recorded as the substantive band for the post.

h) If a new job description is agreed, then the relevant documentation will be submitted to HR Services who will arrange for the job description to be considered by the JE Panel as above.

Existing Posts

It may be appropriate for a post to be reviewed when there has been a significant change in the job. Such changes could be:

- changes in job content resulting in increased job complexity, increased responsibilities or indeed a reduction in job content.
- the post-holder regularly being asked to undertake higher level tasks and activities that are not defined in the Job Description.
- organisational/departmental change

The employee or Head of Service / Manager can request a review. A Job Description Review Application (Appendix 3) should be completed and returned to HR Services. Appendix 4 provides an overview of the application procedure.

Job descriptions going forward to a JE panel must be signed by the employee, their Head of Service / Manager and the appropriate member of the Senior Management Team. In the event that there is failure to agree on the content of the job description then this would be resolved through the appropriate grievance procedures prior to the job description being sent to the JEP.

A JEP will be convened to consider the information submitted and will evaluate the post. This should take place within 4 weeks of receipt of the application being received by HR Services. It may be necessary for the JEP to request further evidence before a decision can be reached and, therefore, the panel may adjourn until a later date.

The JEP will comprise the Chair of the Panel from HR Services and two Job Evaluators. The panel may request the employee and/or the Head of Service / Manager to attend the meeting or provide supporting evidence.
Once the JEP has made its decision, the outcome will be quality assured to ensure that it is consistent with other similar jobs within the College. All relevant documentation will be returned to HR Services.

HR Services will confirm approval to the Senior Management Team and the job role will be placed in the appropriate grading and salary band within the College grading structure as determined by the JE score.

HR Services will confirm the JEP’s decision in writing to the post-holder and Head of Service / Manager within 7 days. The letter will also explain the right of appeal, which must be submitted within 10 working days from the date of the letter advising of the outcome.

HR Services will advise the post-holder of the grade (or any revised grading) and confirm the individual’s salary associated with the grading of the post.

Any changes to grading and salary banding will be effective from the beginning of the month following that in which the member of staff was advised of the outcome of the job evaluation process. If an appeal is lodged, any changes may be delayed pending the outcome of the appeal.

Any changes to contracts of employment, resulting from the Job Evaluation process, will be issued within 3 months of receipt the JEP’s decision.

**Appeal Procedure**

As part of the Job Evaluation process, Staff will have the opportunity to submit an appeal. The JE Appeal Policy and Procedure forms part of this Policy and can be found on page 10.
Job Evaluation – Appeal Procedure

Right of Appeal

To ensure consistency and fairness, it is important that an Appeal process exists in the event that a post-holder(s) or Head of Service / Manager of a post wishes to appeal against the job evaluation process. The following outlines the action to be taken to resolve differences fairly and without any unreasonable delay.

An employee, or group of employees who have the same job role, will have the right of appeal against the process of Job Evaluation.

Informal Stage

The College is committed to encouraging the resolution of matters informally and minimising the need to progress through formal routes. Any concerns with the job evaluation process as it impacts on a staff member’s job or a job within the team managed by a Head of Service / Manager, should be discussed in the first instance on an informal basis with the Head of Service / Manager. This discussion should focus on ensuring a shared and consistent understanding of the requirement of the job.

The HR Services Team and a member of the Trade Union may also be consulted. (See section on ‘Contacts for Guidance and Advice’ for advice and guidance on making an appeal)

A discussion should also be arranged with the Job Evaluation Panel Chair Person, to gain a greater understanding of the job evaluation process and also to fully understand the reasons for submitting the appeal. This may include, for example, a significant omission from the original job description.

Staff may, if they wish, be accompanied at meetings by a colleague or TU representative.

If, following the informal discussions, it has been established that there are grounds for an Appeal and the post-holder(s) and/or Head of Service / Manager wish to appeal the job evaluation of the post, the following formal procedure will apply.

In addition, should the informal discussions fail to resolve the issue, staff can continue to submit a formal request for review of the job evaluation under the following procedure.

Formal Lodging of Appeal

Written notification of the decision to appeal must be submitted to the HR Services Manager, normally within 4 weeks from the issue of the letter informing staff of the outcome from the Job Evaluation of their post.
The details of the appeal – (the reasons and grounds for the appeal and the information staff wish to be considered) - should be submitted in writing to the HR Services Manager, using the application form for appeal at Appendix 5. *(See also section on ‘Contacts for Guidance and Advice’ for advice and guidance on making an appeal)*

Where possible, the appeal submission information should be approved by the Head of Service/Manager however, it is recognised that there may be occasions when an appeal may be made where there are differences of opinion between the job holder and the Head of Service/Manager. In such cases, the appropriate member of the SMT should be involved in resolving any issues. However, the job-holder may submit an appeal directly to the Head of HR Services indicating the reasons for this.

**Grounds for Appeal**

A job may be submitted for re-evaluation under appeal on the following grounds: -

- Additional information is available which was not submitted to the Job Evaluation Panel (JEP). This information should reflect significant requirements of the job that were not reflected in the Job Description.
- Information is available that the employee(s) feel may not have been considered by the JEP.

**The Appeal Process**

The Appeal Panel will convene and consider all appeals.

The Appeal Panel will consist of no less than two members who will be selected from the Senior Management Team, including the Chair of the Panel.

The Appeal Panel will review the circumstances of each case and will, if necessary, take further advice. In all cases the Chair of the Job Evaluation Panel will be invited to advise the Appeal Panel on the process and information included in the JEP decision. The Appeal Panel may, if they wish consult other members of staff who they feel can assist them in considering appeals.

The Appeal Panel may seek to resolve the matter on the basis of the documentation provided which will include: -

- The written application of appeal by the employee(s) and supporting material.
- The Job Description submitted to the JEP.
- The written rationale from the Job Evaluation Panel.
- Any additional information taken into consideration by the JEP.
The post-holder(s) and/or the Head of Service / Manager will have the opportunity to present their case to the Appeal Panel.

Alternatively, the Appeal Panel may call a hearing to which the Head of Service / Manager and/or the employee(s) making the appeal will be invited. The process will be transparent so that the Head of Service / Manager and/or post-holder(s) will be made aware of all parties who have been consulted.

Human Resource Services will inform the Head of Service / Manager and post-holder(s) in writing of the date, time and place of any hearing.

The post-holder(s) may be accompanied by a colleague or TU representative.

The Appeal Panel will regulate its own procedure for a hearing and hear evidence from the Head of Service / Manager /post-holder(s). The Chair of the Panel may, at his/her discretion, adjourn the hearing in order that further information may be produced by either party, or for any other reason.

Following the hearing, the Appeal Panel will consider all the information presented and relay their decision in writing through Human Resource Services.

The Appeal Panel may reach one of the following decisions:

- Uphold the Appeal to the extent of referring the matter back to the JEP for further consideration. In this case the JEP will reconvene and re-evaluate the post following the criteria of the evaluation process. The re-evaluation of the post does not presuppose the outcome or guarantee any change. The JEP will be a new panel with no members who had involvement in the original evaluation.

- Reject the Appeal (i.e. confirming the original decision by the JEP).

The decision of the Appeal Panel will be final.

**The Re-Evaluation of a Post**

On referral of a post from the Appeal Panel back to a JEP for further consideration, the reconvened JEP will consist of the Chair of the JE Panel and trained evaluators who were not involved in the original evaluation of the post.

The review will be undertaken in line with the job evaluation procedures detailed in this policy document.

On completion of the review, HR Services will inform Senior Management, the Head of Service / Manager and post-holders of the outcome of the re-evaluation.
There will be no further right of appeal following the re-evaluation and approval by Senior Management.

If the outcome of the appeal results in a change, then the date of implementation of any changes will be from the beginning of the month in which the appeal was made, or any other relevant date reached by mutual agreement.

**Impact on Grading in Salary**

It should be noted that re-evaluation of the post does not presuppose or guarantee any change to grading or salary.

If the outcome of the Appeal or re-evaluation results in a change which affects grade or salary, then the date of implementation of any changes to these will be from the beginning of the month in which the appeal was made, or any other relevant date reached by mutual agreement.

Any staff affected will be issued with a new job description and/or contract of employment within 3 months of receipt the JEP’s decision.

**Contacts for Guidance and Advice**

If you are considering an appeal, you can discuss this with your Head of Service / Manager or you may wish further guidance or advice. The following staff will be pleased to assist you wherever possible.

David Davidson, Head of HR Services  
Gavin Millar, HR Business Partner  
Isabel Boyd EIS Trade Union Representative

They shall advise on the JE process and information previously given to the JEP. They shall not advise you on whether you should submit an appeal – this is the decision of the employee.

Signature (EIS) ________________________________  
Date ________________________________

Signature (Unison) ________________________________  
Date ________________________________

Signature (Kilmarnock College) ________________________________  
Date ________________________________
**KILMARNOCK COLLEGE**

**JOB DESCRIPTION**

*This job description should be completed by the Head of Service / Manager in discussion with the post-holder(s), except where a post is vacant. When completing this form, remember that the focus is on the **Job** not the **Person**. (You may wish to refer to previous job descriptions if appropriate)*

BEFORE COMPLETING THIS FORM PLEASE REFER TO THE GUIDANCE NOTES

<table>
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<th>1. JOB IDENTIFICATION</th>
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<td>Post Title:</td>
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<td>Responsible to (Post Title):</td>
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<th>3. JOB DIMENSIONS &amp; CONTROL OF RESOURCES</th>
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4. ORGANISATIONAL RELATIONSHIP

5. MAIN DUTIES & RESPONSIBILITIES

6. COMMUNICATIONS (Internal and External)

7. ASSIGNMENT AND REVIEW OF WORK

8. KNOWLEDGE, SKILLS AND EXPERIENCE

Education:
  •

Knowledge:
Demonstrable knowledge of:
  •

Skills and Competencies:
  •

Experience
  •
## 9. MAIN JOB CHALLENGES (Problem Solving, Planning and Creativity)

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## 10. WORKING ENVIRONMENT

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11. SIGNATURE

AGREED BY:

Head of Service/Manager: .................................................. (PRINT NAME)

.................................................. (SIGNATURE) Date: .............................

Job Holder: .................................................. (PRINT NAME)

.................................................. (SIGNATURE) Date: .............................

MORE THAN ONE JOB HOLDER:

Job Holder: .................................................. (PRINT NAME)

.................................................. (SIGNATURE) Date: .............................

Job Holder: .................................................. (PRINT NAME)

.................................................. (SIGNATURE) Date: .............................

Job Holder: .................................................. (PRINT NAME)

.................................................. (SIGNATURE) Date: .............................

Job Holder: .................................................. (PRINT NAME)

.................................................. (SIGNATURE) Date: .............................

Job Holder: .................................................. (PRINT NAME)

.................................................. (SIGNATURE) Date: .............................

CONFIRMED BY:

Senior Manager: .................................................. (PRINT NAME)

.................................................. (SIGNATURE) Date: .............................

RETURN THE COMPLETED SIGNED FORM TO HR SERVICES.
GUIDANCE NOTES FOR THE COMPLETION
OF JOB DESCRIPTION

The job description template has been designed to enable you to provide the factual information about the job under review. It is important that the sections are completed fully therefore, there is no requirement to attach additional sheets.

The information provided should describe the job role AS IT IS NOW, not as it should or might be.

It is about the JOB ROLE and not the PERSON.

Read the notes below thoroughly before completing the Job Description.

Please avoid abbreviations and jargon as they may not be understood by the Job Evaluation Panel.

ooOoo

The following notes are intended to explain the Job Description template.

1. Job Identification
   This section should be completed in order to identify the job role and is self-explanatory.

2. Principal Job Purpose
   This should be an accurate and concise statement of why the job exists and it should summarise the overall role of the job from the College’s point of view. One or two sentences should be adequate for this and should be no longer than approximately 30 words. e.g. (for an HR Manager):

   “Lead a high quality, effective and efficient HR function through integrating strategic and operational objectives to support delivery of College strategy by developing, recommending and implementing best practice policies and practices.”

   You may find it easier to complete this section last after completing all other sections of the job description.

3. Job Dimensions & Control of Resources
   This section should describe budgetary and resource responsibilities.
Indicate the current College circumstances in which the job operates (e.g. College objectives, priorities, areas of development). Explain the context of the job within the overall College structure and identify any specific targets/objectives for the job within the College Strategy.

Identify in a quantitative way the significant areas upon which the job impacts, either directly or indirectly with other functions/areas and staff. Consider this under three headings:

**Financial:** Indicate in terms of annual sums of money, relevant magnitudes such as responsibility for budget, operating costs, project costs, salary cost for staff for whom the post is responsible, the value of equipment/machinery etc controlled by the post, petty cash budgets. Use latest budget figures.

**Staff:** Full-Time Equivalent (FTE) numbers reporting to the post directly or indirectly, indicating where appropriate, a functional breakdown showing part-time, full-time, permanent, temporary posts etc. (*cross reference where appropriate with section 4 and 6.*

**Other:** Indicate any other measures which help to clarify the job, e.g. number of contact hours (for teaching staff), departmental responsibilities.

4. **Organisational Relationship**
This section should describe the position of the post in the College.

Prepare a current departmental organisation chart. Use this space to identify any posts which report directly to the post.

You should also show where the post fits in to the departmental/team structure. Show any reporting line(s) the post has both within the team and to others in the College.

5. **Main Duties and Responsibilities**
These are statements of the key result areas required of a job. They should identify what the post does and why, **NOT** how. They should be written in the form:

\[
\text{What is done ........ to what ........ with what outcome}
\]

\[
\text{e.g. “Provide high-quality administrative assistance to the department manager including diary management, data input, arranging meetings, preparing reports and all other documentation, to support the activities of the team.”}
\]

Try breaking the job down into a number of key result areas and then construct accountability statements for each of these. Taken together, these should provide a comprehensive statement of all the key outputs of the job and each should:
Describe end results not duties or activities
Be worded to emphasise the action which leads to an end result
Describe a separate and distinct end result
Be precise and realistic

For most jobs there should be between eight and twelve key result areas. Many of these may already be defined in the current job description.

6. **Communications**
   This section should describe the relationships of the post. For example: who the post-holder communicates with regularly and the method of this communication together with the nature of the relationship. Include the following:

   (a) **Staff for whom the post-holder is responsible: (if applicable)**  Indicate the numbers reporting to the post directly or indirectly, showing where appropriate, a departmental breakdown. *(cross reference where appropriate with section 4).*

   Indicate how the post directs, controls and motivates the staff; the nature and extent of contact and on what issues. Explain how the work tasks are assigned e.g. daily weekly monthly, annually or longer.

   If the post has no management responsibilities for staff you do not need to include this.

   (b) **Line Management(s):**  Indicate the frequency and extent of the contact and identify when and why the post-holder would approach their line manager for guidance.

   The plural in this heading allows you to identify any other reporting lines the post-holder may have, e.g. other departmental reporting relationships.

   (c) **Other Contacts:**  Identify what other relationships the post has to maintain inside and/or outside the College to enable the post-holder to meet their responsibilities. Indicate briefly the frequency and reason for these e.g. outside bodies, business contacts, network groups.
7. **Assignment and Review of Work**
   This section should describe how the post-holder’s objectives and work tasks are assigned and reviewed, the frequency and timescales associated with this and who performs this function for the post.

8. **Knowledge, Skills and Experience**
   Here you should summarise the knowledge, skills and experience necessary to perform satisfactorily in the job - it may be helpful to think in terms of the requirements that would be included in a recruitment advertisement. This section is designed to bring out the essential background and experience: formal qualifications are, in general, less important unless specific to the job. Questions you could ask yourself include: What competencies would be needed? How would you fill the job? Where from? What level of professional reputation/experience would you expect a candidate to have?

9. **Main Job Challenges**
   Use this section to identify the most significant, demanding or complex parts of the job. This should not refer to specific short term problems but those aspects of the job a fully competent job holder would find most demanding/challenging on an on-going basis.

10. **Working Environment**
    Information included here should give others an accurate indication of the circumstances and environment surrounding the job. You should show this by describing the Physical, Mental, Emotional, and Working Environment demands of the post.

11. **Signature**
    The completed job description template should be signed by the Head of Service / Manager and the post-holder(s) and confirmed by the appropriate member of the Senior Management Team.

    Where the job role is held by several members of staff the completed template should be signed by all the staff concerned.

**When you have discussed the Job Description, completed the Job Description template and it is signed by all parties, you should return the completed form to HR Services.**

**You should also email a copy of the completed Job Description to Steph Callaghan or Lorraine Hamilton, HR Services Assistants.**

**Further Assistance**
If you require further guidance or assistance with the completion of the template, please contact HR Services who will be happy to assist you.
**APPENDIX 3**

**JOB DESCRIPTION REVIEW APPLICATION**

<table>
<thead>
<tr>
<th>1. JOB IDENTIFICATION</th>
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<tbody>
<tr>
<td><strong>Job Title:</strong></td>
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<tr>
<td><strong>Department:</strong></td>
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<tr>
<td><strong>Head Service/ Manager:</strong></td>
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<tr>
<td><strong>Currant Grade:</strong></td>
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<tr>
<td><strong>Date of Evaluation of Currant Grade:</strong></td>
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<tr>
<th>2. ORGANISATION CHART</th>
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<tr>
<td>(Please draw or attach a basic chart showing how this job fits in with the structure of your dept/area of work)</td>
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<tr>
<th>3. REASONS FOR REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please describe the reason for requesting a review, i.e. what has changed in your job)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. SUPPORTING DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please attach the following supporting documentation which is required to process your application)</td>
</tr>
<tr>
<td>Current Job Description</td>
</tr>
<tr>
<td>Revised Job Description - with changes highlighted</td>
</tr>
</tbody>
</table>
5. SIGNATURE

AGREED BY:

Head of Service/Manager: .................................................. (PRINT NAME)
.................................................. (SIGNATURE) Date: .................................

Job Holder: .................................................. (PRINT NAME)
.................................................. (SIGNATURE) Date: .................................

IF MORE THAN ONE JOB HOLDER

Job Holder: .................................................. (PRINT NAME)
.................................................. (SIGNATURE) Date: .................................

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Job Holder: .................................................. (PRINT NAME)
.................................................. (SIGNATURE) Date: .................................

CONFIRMED BY:

Senior Manager: .................................................. (PRINT NAME)
.................................................. (SIGNATURE) Date: .................................

RETURN THE COMPLETED AND SIGNED FORM TO THE HR SERVICES MANAGER
SUMMARY OF JOB DESCRIPTION REVIEW PROCEDURE

Head of Service/ Manager or Post-holder Requests a Review

Discuss your intention to request a review of the Job Description with your Head of Service/ Manager.

Request a Job Description Review Application Form from HR Services. (a copy can also be downloaded from the staff intranet)

Complete the form thoroughly attaching all relevant documents and ensure that you and your Head of Service/ Manager have signed the relevant sections.

Any applications must show a significant change in the duties of the post – it is not acceptable to resubmit applications with no change in responsibilities.

Return the form to HR Services with supporting documentation

HR Services will convene a JE Panel to take place within 4 weeks of your application being received.

The JE Panel will review the evidence provided and may request further information as necessary in order to reach a decision.

Outcome 1 - Successful - Job score has been changed but there is no change to grade or salary. New job description will be issued.
Outcome 2 - Successful - Job Score has been changed and the grade and salary has been changed. New contract & Job description will be issued
Outcome 3 - Unsuccessful - There is no change to job score. Therefore, grade and salary has not changed.

Within 7 days you will receive a letter from HR Services on behalf of the JE panel confirming the outcome of the review.

Successful Applications
If the application has been successful, you will be issued with an amendment to your job description and/or your contract of employment as appropriate.

Unsuccessful Applications
You may appeal within 21 days, from the date of the letter advising of the outcome, by applying the College’s JE Appeals procedure.
KILMARNOCK COLLEGE

JOB EVALUATION - APPEAL APPLICATION

Guidance Notes

The form has been designed to enable you to provide the Job Evaluation Panel with the necessary factual information about your job in order to support your formal Appeal. An electronic copy of this form is also available in the Job Evaluation section of the Extranet.

Please avoid abbreviations and jargon as they may not be understood by the Panel.

If you require further guidance or assistance with the completion of your application, please contact HR Services who will be happy to assist.

You should attach a revised copy of your job description to this application, highlighting the changes from the original agreed job description. This revised job description must be approved by your Manager prior to submission.

When you have completed your application, you should submit the completed form and your updated agreed job description to the HR Services Manager in a sealed envelope marked ‘Private and Confidential - Job Evaluation - Appeal’.

1. JOB IDENTIFICATION

Job Title:

Department:

Job Holder:

Date:

2. GROUNDS FOR APPEAL

(State your grounds for appeal. You should include any information you feel has not been included in the original job description or considered by the Job Evaluation Panel.)

Attached Information:

1. Current Job Description
2. Revised Job Description - with changes highlighted
### 3. ADDITIONAL COMMENTS/INFORMATION

(Include any additional information in support of your appeal that will assist the panel in reaching a decision)

### 4. SIGNATURE

**AGREED BY:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Service/Manager</td>
<td>................................................... (PRINT NAME)</td>
<td>................................................... (SIGNATURE)</td>
<td>...................................................</td>
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<tr>
<td></td>
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**CONFIRMED BY:**

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<tr>
<th>Role</th>
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<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Director</td>
<td>................................................... (PRINT NAME)</td>
<td>................................................... (SIGNATURE)</td>
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</table>

**IF MORE THAN ONE JOB HOLDER:**

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**RETURN THE COMPLETED FORM TO THE HR BUSINESS PARTNER IN A SEALED ENVELOPE MARKED ‘PRIVATE AND CONFIDENTIAL - JOB EVALUATION – APPEAL’**
JOB EVALUATION APPEAL PANEL DECISION

<table>
<thead>
<tr>
<th>Name of Job Holder:</th>
<th>Job Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Head of Service/ Manager:</td>
<td>Job Title:</td>
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</table>

RATIONALE FOR DECISION

APPEAL DECISION

<table>
<thead>
<tr>
<th>Names of Members of Appeal Panel</th>
</tr>
</thead>
</table>

Name of Chair of Panel (Print)  
Name of Chair of Panel (Signature)  
Date of panel:  
STAFF INFORMED (for HR use only)  
Date:  

Additional Information/Comments: