



STAFFORDSHIRE
POLICE

Job Evaluation Protocol & FAQ's

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Produced by Staffordshire Police FOI 17264

What this protocol is about

The purpose of this protocol is to outline the process for job evaluations and appeals in respect of Police Staff roles within Staffordshire Police. Within Staffordshire Police this protocol applies to the "Zellis" job evaluation process for staff roles up to and including Grade M.

Compliance with this protocol and any governing policy is mandatory. This protocol is not, nor is it intended to be, contractual.

1. Introduction

- 1.1 It is accepted that the particular duties and responsibilities attached to posts are likely to change from time to time but this will not necessarily give rise to a need for a job evaluation. In cases where there has been a substantial and prolonged change in the duties and responsibilities of a post and the post holder is dissatisfied with their current grade, a review of the grading may be requested.
- 1.2 Any staff employee covered by the Police Staff Council terms and conditions of service will be entitled to a review of their salary grading with the support of their line manager and Directorate Lead, provided the manager is able to demonstrate that the job has changed significantly in terms of the level of responsibility required **and not an increase in the workload.**
- 1.3 Where support is not provided an understanding of the justification should be fed back to the individual.
- 1.4 Job Evaluations may also be undertaken by each force at appropriate times, such as part of restructuring or post implementation reviews.
- 1.5 This will ensure that roles can be reviewed, with the appropriate communication and/or consultation, in line with changing business requirements and organisational need.

2. Job evaluation procedure

2.1 Where it is agreed that the grade of a job should be reviewed the following procedure will be adopted and a Request Form and Job Evaluation Questionnaire (JEQ) will need to be completed:

- A role profile and JEQ will need to be prepared, any additions to the role profile can be highlighted in red. Both documents will need to accurately reflect the requirements of the force for the role, prior to submission to the panel.
- Upon review of the role profile it may be deemed more suitable to allocate some of the responsibilities to other grades within the team as opposed to re-evaluating the role.
- A job evaluation request form will be signed by the line manager and Directorate Lead. Finance Business Partner will also need to be consulted and agree any budget changes to establishment.
- There may be occasions where this does not occur and this will not prevent the role from being properly evaluated (e.g., restructuring, organisational change etc.) where it will be subject to wider consultation with post holders at the appropriate time
- The request for job evaluation form, JEQ and role profile (together with the original role profile) highlighting changes/additions will be sent to the HR Officer.
- The ER team will ensure that the job is evaluated at the next available job evaluation panel. All panel members will be formally trained in the relevant job evaluation scheme
- A trade union representative trained in the job evaluation methodology will be invited to participate at each panel.

3. Salary placement

3.1 Where the grade of the post increases as a result of the evaluation, the Directorate Lead in conjunction with a representative from HR, is responsible for determining the salary placement within the new grade. When making this decision the following advice should be kept in mind:

- on the re-grading of the post, based on increased duties and responsibilities, staff shall be paid a salary in accordance with the new grade, which is at least one spinal column point in excess of the salary they received on the old grade.

3.2 Any increase in grade/salary will be effective from date Employee Relations received the request **not** from the date when the role holder made the request.

4 Appeal procedure

- 4.1 Where the re-grading of a job has taken place and it is not felt that the grade/scale awarded fairly reflects the responsibilities and accountabilities of the role the following will apply:
- 4.2 A member of SLT will submit a request for the job to be re-evaluated; in doing so the result of the original panel will be stayed pending the outcome of the appeal process. The request must be submitted, in writing, to the Head of HR setting out brief details as to why the grade/scale would appear to not adequately reflect the responsibilities of the job and must be submitted no more than 28 days after notification of the panel's decision.
- 4.3 The same job evaluation questionnaire will be re-submitted to a different panel. At this panel an "expert witness" will attend to provide the panel with their account of the responsibilities of the role. This will normally be the immediate line manager.
- 4.4 The evaluation at the second panel will be the recorded outcome of the evaluation process. Any change in grading will be backdated to the date the request was received. (NB there is no option to revert to the grading of the first panel should the outcome of the second panel not be as anticipated). There will be no further rights of appeal.
- 4.5 In the unlikely event that the manager submitting the appeal believes that the job evaluation questionnaire submitted for evaluation requires revision to better reflect the role then the evaluation process will recommence, and the job will be submitted to the next available panel for evaluation; any resulting increase or decrease in grading will be effective from the date of that panel and will not be backdated.

5. Equality Impact Assessment (EIA)

- 5.1 This protocol has been assessed with regard to its relevance to race and diversity equality. As a result of this assessment the protocol has been graded as having a low potential impact.

6. Risk assessment

- 6.1 There is no specific risk assessment or health and safety consideration thought relevant to the content of this protocol.
- 6.2 Colleagues engaged within the process must remain aware that they must follow the protocol correctly.

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Frequently Asked Questions

When would we consider a request for job evaluation?

There are 2 main reasons for a job evaluation and these are:

- when there is a new role in the department and this may or may not be during a formal re-structure.
- Because an existing role, over time, has been developed and taken different and/or higher responsibilities.

It is worth remembering, however, that the job evaluation process is for what is required in the actual role and not the person currently undertaking the role i.e. colleague who works above and beyond the requirements of the role. It is not about the amount of work but the responsibility needed to do the role.

A role grade can change through the process but it can also go down so its important to take the time to get the role profile and JEQ as accurate as possible to reflect the requirement of the role.

There is an honoraria process in force for use when specific individuals are required to do more than their own role, please speak with line managers/HR Officers to find out more.

How do we request that a job is evaluated?

Your HR Officer will be able to provide you with the necessary forms for completion. They will also provide guidance and advice to assist with the completion of these documents. Following Command Board approval to proceed with the evaluation the Request Form, JEQ and both old and new Role Profile (if new responsibilities are not highlighted on the old role profile) should be forwarded to your HR Officer. They will then submit them to be considered at the next available panel via Employee Relations. Once the evaluation has been completed the ER Team will advise the HR Officer of the outcome and the HR Officer will notify the relevant parties.

How often are the JE Panels?

There are currently two panels held every month. The finalised papers have to be submitted one week in advance of the panel. If submitted later then it will move to the next panel.

Who conducts the evaluation?

The panel consist of HR staff and Unison to ensure a fair and transparent process. Line Managers may be asked to be available at the time of the panel so they can be contacted above any questions with regards to the role profile or job evaluation questionnaire.

What happens once a role has been evaluated?

Once the role has been evaluated you will need to ensure that if there is a change in the grade the Finance BP will need to update the Operating Model. The HR Officer will liaise with the line manager to make the necessary changes with regards to pay.

What spinal column point (SCP) will the colleague/s be placed on?

Colleagues are normally placed at the start of the Grade i.e. lowest spinal column point. In cases where the grades overlap the colleague may be offered a one point increment.

On what date will any change in grade occur?

Any change in grade will be backdated to the date the Job Evaluation was completed.

What happens if a colleague requests a regrade?

A colleague who wishes for their role to be considered for a regrade would have to, in the first instance, speak to their line manager to discuss, where they believe the role is different to that of the role profile. It may be during the discussions that the line manager decides that some of the responsibilities you have indicated sit somewhere else or are no longer required. Therefore, a job evaluation may not be required. However, if it is agreed for the role to be considered an amended role profile will need to be completed, together with a request to the Command Board to proceed. Once the Command Board approves the request a Job Evaluation Questionnaire will also need

completing and submitting to the HR Officer. They will review all the paperwork and submit to the Employee Relations Team to be considered by the next available panel.

The HR Officer will notify the line manager of the outcome.

Is there a right of Appeal?

The job evaluation is undertaken using the role profile and the job evaluation questionnaire which has been completed either by the individual or the line manager. It is therefore extremely important to ensure this information is correct at the time of submission. The job evaluation process is time consuming and uses a web based platform to enter the information provided and a score is generated which then determines the grade.

Therefore, as this is done from the information provided in a fair and transparent way there is no right of appeal and the outcome grade is final.

However, if it is agreed that incorrect or insufficient information was provided to the panel there is an opportunity to review a Job Evaluation questionnaire and role profile and decide if re-evaluation is required. If this comes out the same grade as the previous evaluation then that is the end of the process.

