

Guide to job grading

Key Points:

- Jobs that have changed significantly enough to potentially affect the grade, and new jobs, need to be graded
- HR Advisors can advise managers early on in the process on potential grading outcomes, and how to complete the grading paperwork, in order to make the process as quick and easy as possible
- Grading panels take place weekly. Jobs are normally graded within a maximum of four weeks and the outcome is often quicker than this
- The manager is invited to attend the panel to inform the panel members about the job, and deal with any queries
- Appeals of the grading outcome should be submitted within 2 months of the manager being advised of the outcome
- Grading information and forms are available at <http://www.warwickshire.gov.uk/regrading>

1 INTRODUCTION

1.1 The Council uses two main methods to determine job grades:-

- the Green Book scheme (the Local Government Single Status Job Evaluation Scheme, as described in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service)
- the Hay job evaluation scheme

1.2 Teaching and Fire and Rescue salaries are nationally agreed and determined by set criteria and are therefore not subject to local grading panels.

1.3 For jobs covered by terms and conditions not referred to above, including Soulbury, please contact your HR Advisor for advice on the process.

1.4 The roles of the line manager, the sponsoring manager and the HR Advisor are summarised at Appendix A.

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2 HOW TO GET GREEN BOOK JOBS GRADED

2.1 To get a Green Book job graded, the following documents need to be submitted to the Panel Administrator in HR (grading@warwickshire.gov.uk)

- Completed JEQ (Job evaluation questionnaire)
- Job Description
- Person Specification
- Organisation chart

2.2 The JEQ template, and further information about the scheme set out in “WCC Factor Guidance and Local Conventions”, are available at <http://www.warwickshire.gov.uk/regrading>

2.3 Template Job Descriptions and Person Specifications are available at <http://www.warwickshire.gov.uk/describingajob>

2.4 To make the process as quick and easy as possible, HR Advisors can help with preparation by meeting managers early on in the process, to advise on what essential information is required on the JEQ to get the job graded, and potential grading outcomes. Please contact your HR Advisor if you wish to do this.

2.5 The Panel Administrator will:-

- Arrange for the job to be graded at the next available grading panel of HR Advisors
- Invite the manager to attend the panel to explain the job

2.6 Following the panel, the Panel Administrator will inform the line manager of the grading outcome by e-mail. Jobs are normally graded within a maximum of four weeks, though the outcome is often quicker than this.

3 STREAMLINED JOBS

3.1 “Streamlined” roles have been established in the following functions that can be related to a variety of jobs within that function:-

- Administration
- Engineering
- Finance
- Human Resources
- ICT
- PA/Secretary

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- Social Care
- 3.2 Graded template streamlined Job Descriptions, with set essential criteria and main tasks, which can be tailored to describe a particular job, are available at <http://www.warwickshire.gov.uk/describingajob> along with further guidance on describing a job using the streamlined roles.
- 3.3 The manager should contact their HR Advisor for further advice where they want to use a streamlined role to, for example:-
- Move a job from one streamlined role to another streamlined role
 - Move an existing unique job to a streamlined role
 - Describe a new job
- 3.4 The following documents need to be submitted to the Panel Administrator (grading@warwickshire.gov.uk) :-
- Streamlined Grading Application Form, signed off by the Assistant Director
 - Completed template Job Description and Person Specification for streamlined role
 - Organisation chart
 - JEQ for existing job if available, showing the changes to the job
- 3.5 The Panel Administrator will:-
- Arrange for the job to be graded at the next available grading panel of HR Advisors
 - Invite the manager to the panel to explain the job
- 3.6 Following the panel the Panel Administrator will inform the line manager of the grading outcome by e-mail. Jobs are normally graded within a maximum of four weeks, though the outcome is often quicker than this.

4 APPEALS FOR GREEN BOOK JOBS

- 4.1 An appeal can be made against the grading decision on the following grounds:-
- Where the individual or manager believe that the grade given by the panel does not reflect the value of the job
 - Where the information provided to the panel was inaccurate, incomplete or is believed not to reflect the work undertaken
- 4.2 Appeals must be made within 2 months of the manager being advised of the outcome of the initial panel meeting.

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4.3 An Appeal Form (available at <http://www.warwickshire.gov.uk/regrading>) should be completed and submitted, with the original documentation, to grading@warwickshire.gov.uk

4.4 The Team Administrator will arrange for a new panel to review the job.

4.5 The manager will be invited to attend the panel if they so wish and state the case for appeal in person.

4.6 The Team Administrator will inform the line manager of the outcome of the appeal by e-mail.

4.7 The outcome of the appeal is final. The grading of the job (as identified by its JEID reference) will not be reviewed again for at least six months unless it is to be directly affected by exceptional circumstances such as a significant reorganisation.

5 HOW TO GET HAY JOBS GRADED

5.1 The Hay method is used for more senior management jobs in the Council. Hay grading panels consist of a minimum of three officers who have all been trained in the Hay job evaluation scheme.

New potential Hay jobs and Band F jobs

5.2 To ensure that they are of sufficient seniority to be considered for Hay grading, new potential Hay jobs, or existing Band F jobs that need to be re-evaluated, will first be evaluated using the Green Book scheme.

5.3 The following documents need to be submitted for new potential Hay jobs and existing and Band F jobs:-

- Green Book JEQ (preferred, though Hay job evaluation form accepted)
- Job Description
- Person Specification
- Organisation chart

5.4 The documents should be submitted to the grading@warwickshire.gov.uk who will:-

- Arrange for the job to be graded at the next available panel meeting
- Invite the manager to the panel to explain the job

5.5 If the panel determines that the job scores fewer than 760 points under the Green Book scheme, then the grade for the job will be determined under that scheme and will not be considered using the Hay scheme.

5.6 The chair of the panel will inform the line manager of the outcome of the panel by e-mail, normally within 2 working days of the date of the panel.

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Existing Hay Band E or above, and Director jobs

- 5.7 Where the job to be evaluated is an existing job at Hay Band E or above, or a Director job, it will be considered by a panel using the Hay job evaluation scheme, to determine a Hay 'score' for the job. This score determines which Hay band the job falls into.
- 5.8 The following documents need to be submitted for existing Hay Band E or above, and Director jobs to grading@warwickshire.gov.uk
- Hay job evaluation form
 - Job Description
 - Person Specification
 - Organisation chart
- 5.9 The Team Administrator will:-
- Arrange for the job to be graded at the next available panel
 - Invite the manager to the panel to explain the job
- 5.10 The chair of the panel will inform the line manager of the outcome of the panel by e-mail, normally within 2 working days of the date of the panel.

6 APPEALS FOR HAY JOBS

- 6.1 An appeal can be made where the individual or their manager feel that full account has not been taken of all requirements of the job, or the information provided to the panel was inaccurate or incomplete.
- 6.2 Appeals of decisions that a new potential Hay job, or existing Band F job scored fewer than 760 points under the Green Book scheme, and the outcome is therefore a Green Book grade, will follow the appeal process for Green Book jobs above.
- 6.3 To appeal a decision where the outcome was a Hay grade, advise the chair of the panel. A new Hay panel will be formed which will review the original Hay evaluation.
- 6.4 The outcome of the appeal is final. The grading of the job will not be reviewed again for at least six months unless it were to be directly affected by exceptional circumstances such as a significant reorganisation.

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Appendix A.

Job Grading roles and responsibilities

Line manager (the job holder's immediate manager)

- To oversee the accurate completion of the job evaluation form so that it reflects the true nature of the job
- To ensure that the submission is complete with all supporting documentation before it is passed to the sponsoring manager
- To attend the grading panel (optional)
- To inform the individual of the outcome of a re-grading
- To determine the scale point within the grade and the effective date of change where appropriate. Ordinarily, an employee appointed, promoted or regraded should be placed on the minimum point of the scale. However, where the new scale overlaps with their existing scale their starting salary should ensure that they receive an immediate pay increase
- To inform the HR Service Centre of any changes as a result of a regrade
- To inform the individual of the right of appeal
- Where a request for a regrading is initiated by the employee and the manager does not support the application, to take advice from their HR Advisor on the way forward
- To consider the wider implications of outcomes where they may affect other groups of employees

Sponsoring manager (usually the cost centre manager/Headteacher or similar)

- To resolve any issues/disagreements on any aspect concerning the job within the service area before submission
- To consider attending the grading panel or appeal panel in the absence of the line manager, or appoint a substitute
- To send to Assistant Director for approval
- To sign off and submit the completed job evaluation form and supporting documentation

Human Resource Advisor

- To facilitate a dialogue with managers, offering to meet them face to face early on in the process, to advise on how to complete the paperwork, and potential grading outcomes, to make the process as quick and easy as possible
- To take part in grading panels and appeal panels
- To advise line managers on the process involved and the rationale for the grading outcome
- To consider the wider implications of outcomes where they may affect other groups of employees

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