

# CORPORATE GRADING EVALUATION JOB EVALUATION QUESTIONNAIRE FORM

Please forward the completed form and attachments to: [grading@warwickshire.gov.uk](mailto:grading@warwickshire.gov.uk)

|  |  |
|--|--|
| <b>Post title:</b>                         |  |
| <b>Directorate:</b>                        |  |
| <b>Business unit:</b>                      |  |
| <b>Name of line manager and job title:</b> |  |

## REASON FOR SUBMISSION TO CORPORATE GRADING PANEL:

|  |                                   |                |  |                                   |                |  |  |  |  |
|--|-----------------------------------|----------------|--|-----------------------------------|----------------|--|--|--|--|
| <p><b>1. It is a new post <input type="checkbox"/></b></p> <p>Please indicate the grade you hope to achieve for this post .....</p>  |                                   |                |  |                                   |                |  |  |  |  |
| <p><b>2. It is a regrade of an existing post <input type="checkbox"/> , please provide the following information:</b></p>  |                                   |                |  |                                   |                |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; padding: 5px;"><b>Current post JEID number:</b></td> <td style="width: 65%;"></td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; padding: 5px;"><b>Current position holder(s)</b></td> <td style="width: 65%; padding: 5px;"><b>Name(s)</b></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table> </td> <td></td> </tr> </table> | <b>Current post JEID number:</b>  |                | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; padding: 5px;"><b>Current position holder(s)</b></td> <td style="width: 65%; padding: 5px;"><b>Name(s)</b></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table> | <b>Current position holder(s)</b> | <b>Name(s)</b> |  |  |  |  |
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| <b>Current position holder(s)</b>  | <b>Name(s)</b>                    |                |  |                                   |                |  |  |  |  |
|  |                                   |                |  |                                   |                |  |  |  |  |
| <p>Please indicate the grade you hope to achieve for this post.....</p>  |                                   |                |  |                                   |                |  |  |  |  |

I confirm that the information supplied in this Job Evaluation Questionnaire Form is a true representation of the above post. I am aware that knowingly giving false information may lead to disciplinary action.

Signed..... (Line Manager)                      Date.....

Signed..... (Cost Centre Manager)                      Date.....

Signed..... (Director)                      Date.....

Along with this form, the following information must be provided for the evaluation process to commence:-

- 1/ Organisation chart(s) to show the position of the post and the reporting lines. These charts must show the names and titles of all staff who report to this post (including any staff in matrix management arrangements).
- 2/ A copy of the new/revised job description and person specification for the post.

This form must be completed in conjunction with the conventions, located here

<http://apps.warwickshire.gov.uk/api/documents/WCCC-575-3162>

Managers are advised to refer to their local HR Advisor for support when completing this form. HR Advisors contact list can be found here

<https://apps.warwickshire.gov.uk/contentplatform/open/WCCC-575-2832>

Guide to Grading a Job: <http://apps.warwickshire.gov.uk/api/documents/WCCC-575-2740>

Green Book Flowchart: <http://apps.warwickshire.gov.uk/api/documents/WCCC-575-2741>

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## FACTOR 1 - KNOWLEDGE

*Note: Factor 1 Knowledge will be scored directly from the Job Description and Person specification*

Hint : Only essential criteria in the Job Description and Person Specification will be scored

## FACTOR 2 - MENTAL SKILLS

|            |  |                 |
|------------|--|-----------------|
| <b>2.1</b> | <b>Is the post holder required to plan ahead or organise for the future?</b>   | <b>YES / NO</b> |
| <b>2.2</b> | <b>How long does it take to put together the plans, how long does it take from start to finish? (NB please state the period over which planning activities take place, not the time-scale for undertaking the planned activity) (tick ONE box and give example):</b> |                 |
|            | Short term (up to one month)   |                 |
|            | Medium term (up to six months)   |                 |

|  |                                  |  |
|--|----------------------------------|--|
|  | Long term (more than six months) |  |
|--|----------------------------------|--|

**2.3** In the box below, give ONE example of the most difficult decision or recommendation made or problem solved by this post.

Hint: If the post includes medium or long term planning then it should be evidenced by reference to a documented plan that should be readily available.

### FACTOR 3 - INTERPERSONAL AND COMMUNICATIONS SKILLS

**3.1** Where the post uses the following skills tick the box and give a brief description

| <b>Skill</b>                      | <b>Tick</b> | <b>Brief Description (of who the skill is used with and why)</b> |
|-----------------------------------|-------------|--|
| Counsel                           |             |  |
| Negotiate                         |             |  |
| Persuade                          |             |  |
| Motivate                          |             |  |
| Advocate                          |             |  |
| Advise                            |             |  |
| Guide                             |             |  |
| Coach                             |             |  |
| Use sign language                 |             |  |
| Use a language other than English |             |  |

|   |  |   |
|---|--|---|
| <b>3.2</b>  | <b>Where the post undertakes the following activities please tick the box and give a brief description</b> |   |
| <b>Skill</b>  | <b>Tick</b>  | <b>Brief Description of information presented and to whom</b> |
| Present information to groups                         |  |   |
| Present complex information to groups                 |  |   |
| Present complex and contentious information to groups |  |   |

#### FACTOR 4 - PHYSICAL SKILLS

|            |  |               |
|------------|--|---------------|
| <b>4.1</b> | <b>Does the post involve using a computer for normal office activities ( e.g. word, excel etc)</b> | <b>YES/NO</b> |
| <b>4.2</b> | <b>If yes, what % of working time does this involve per normal day</b>                             | <b>%</b>      |

|                                       |   |                          |
|---------------------------------------|---|--------------------------|
| <b>4.3</b>                            | <b>Is a computer / keyboard used for :-</b> |                          |
| <b>Task</b>                           | <b>Tick</b>                                 | <b>Brief Description</b> |
| Internet / Intranet Design and Layout |   |                          |
| CAD/GIS Operation – Read only         |   |                          |
| CAD/GIS Operation – Manipulation      |   |                          |
| Data Input                            |   |                          |

|  |   |                          |  |
|--|---|--------------------------|--|
| <b>4.4</b>   | <b>Are any of the following activities undertaken:-</b> |                          |  |
| <b>Required</b>  | <b>Tick</b>   | <b>Brief Description</b> |  |
| Administering medication (by accurate measurement)                 |   |                          |  |
| Measuring anything accurately (using measuring equipment)          |   |                          |  |
| Use of tools or equipment  |   |                          |  |
| Driving a vehicle larger than a car                                |   |                          |  |
| Careful handling of delicate items                                 |   |                          |  |
| Any other activities which require physical precision or dexterity |   |                          |  |

Hint: This factor is about physical dexterity rather than physical effort i.e. manual precision and skills rather than strength and stamina. Those attributes are measured in factor 6 physical demands.

## **FACTOR 5 - INITIATIVE AND INDEPENDENCE**

|            |   |
|------------|---|
| <b>5.1</b> | <b>Give an example of a significant problem or decision that would be dealt with by the postholder, without reference to anyone else.</b> |
|            |   |

|            |  |
|------------|--|
| <b>5.2</b> | <b>Give an example of a problems or decision that this postholder would refer upwards.</b> |
|            |  |

|            |   |
|------------|---|
| <b>5.3</b> | <b>What is the impact of decisions that are regularly taken by this postholder? (E.g. financial, effects on policy, benefits to service users, achievement of priorities)</b> |
|            |   |

Hint: This factor is linked to the score for knowledge. It is unlikely to score more than knowledge ( Factor 1) nor more than two levels lower. The organisational chart will be used to establish its level of independence.

## FACTOR 6 - PHYSICAL DEMANDS

|            |   |                                   |
|------------|---|-----------------------------------|
| <b>6.1</b> | Does the post mainly involve working in normal office conditions<br><b>YES/NO</b> | <b>If yes move on to factor 7</b> |
|            | Does the post involve any form of physical demand?                                | <b>NO move on to 6.2</b>          |

|            |                                |  |                                   |
|------------|--------------------------------|--|-----------------------------------|
| <b>6.2</b> | <b>Type of Physical demand</b> | <b>Measurement i.e. for how long, how far or how heavy</b> | <b>How often - % working time</b> |
|            |                                |  |                                   |

Hint: This factor is generally related to non- office based posts i.e. those involved in physical effort as part of their day to day job. It is not to be confused with Factor 4 (Physical Skills)

## FACTOR 7 - MENTAL DEMANDS

|            |  |  |                     |                                   |                     |
|------------|--|--|---------------------|-----------------------------------|---------------------|
| <b>7.1</b> | <b>Does the post require more than general awareness and/or sensory attention</b> (e.g. more than general attention i.e. for watching children at play, word processing text or inputting data, preparing architectural drawings?) If so please complete the following:- |  |                     | <b>YES Complete the following</b> | <b>NO Go to 7.2</b> |
|            | <b>Form of sensory attention</b>   | <b>Needed for</b>  | <b>For how long</b> | <b>How often - % working time</b> |                     |
|            | e.g. Visual & listening attention  | Alertness to traffic when setting up new road-working site | Average 2 hours     | Once a week 5%                    |                     |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|   |  |  |                      |                 |
|---|--|--|----------------------|-----------------|
| <b>7.2</b>                                    | <b>Does the post require more than general mental attention or concentration?</b> (e.g. more than general mental attention for repeated manual calculations, drafting a complex report?) If so please complete the following:- |  |                      | <b>YES / NO</b> |
| <b>Form of mental concentration</b>           | <b>Needed for</b>  | <b>For how long</b>                    | <b>How often</b>     |                 |
| <i>e.g. Totalling &amp; tallying receipts</i> | <i>Balancing cash office accounts</i>  | <i>30 mins (if tallies) to 1 hour.</i> | <i>Twice per day</i> |                 |
|   |  |  |                      |                 |

## FACTOR 8 - EMOTIONAL DEMANDS

|            |   |   |
|------------|---|---|
| <b>8.1</b> | <b>Does your post cause emotional stress or upset because of the type of work involved?</b> | <b>YES / NO</b><br>If no go to factor 9 |
|------------|---|---|

**If Yes please answer the following:-**

|   |  |
|---|--|
| Who causes the emotional stress / upset   |  |
| How often does this happen  |  |
| Is this generally a one off or short term contact OR                            |  |
| Is there an on going relationship with this person or people ( please describe) |  |

Hint: This factor is not the one to be used when the post holder is regularly exposed to verbal

abuse by clients or members of the public. That is Working Conditions (factor 13). It is unlikely that this factor will apply to anyone who is not actively involved in the personal social care of vulnerable people..

## FACTOR 9 - RESPONSIBILITY FOR PEOPLE

|            |   |  |   |                            |
|------------|---|--|---|----------------------------|
| <b>9.1</b> | <b>Are any people reliant (i.e. personally dependent) on the post for their care and welfare?</b> | <b>YES/NO</b>  | <b>If YES<br/>complete the<br/>table below</b>  | <b>If NO<br/>Go to 9.2</b> |
|            | <b>Reliant people (who benefits)</b>  | <b>Needs of reliant people (how people benefit)</b>                  | <b>What done for reliant people (task/duty)</b>   |                            |
|            | <i>e.g. elderly people in own homes</i>   | <i>Physical and social support to enable clients to live at home</i> | <i>Cleaning of home, food preparation, bathing, shopping, talking to clients including to assess their needs and state of health.</i> |                            |
|            |   |  |   |                            |

|            |  |                                       |   |                            |
|------------|--|---------------------------------------|---|----------------------------|
| <b>9.2</b> | <b>Does the post implement or enforce (i.e. have formal responsibility for initiating prosecution against failures to comply) any Statutory Regulations which have a direct impact on the health, safety or wellbeing of people?</b> |                                       | <b>If YES<br/>complete the<br/>following</b>                                    | <b>If NO<br/>Go to 9.3</b> |
|            | <b>a) Implement</b>  | <b>Who direct impact on</b>           | <b>Nature of impact</b>   |                            |
|            | <i>e.g. Implement food regulations</i>   | <i>People eating in public places</i> | <i>Ensuring health of people through maintenance of food hygiene standards.</i> |                            |
|            |  |                                       |   |                            |
|            | <b>b) Enforce</b>  | <b>Who direct impact on</b>           | <b>Nature of impact</b>   |                            |
|            |  |                                       |   |                            |

|            |  |                           |           |
|------------|--|---------------------------|-----------|
| <b>9.3</b> | <b>Is the post involved in any working groups or for</b> | <b>If YES complete at</b> | <b>NO</b> |
|------------|--|---------------------------|-----------|



|  |   |  |  |
|--|---|--|--|
|  | producing policy, advice or guidance?<br>YES/NO | INDIRECT POLICY<br>DEVELOPMENT<br>RESPONSIBILITIES<br>immediately after<br>factor 12 |  |
|--|---|--|--|

Hint: This factor is all about the effect that the postholder has on the population in general. This factor will therefore include its effect on clients/public but does not include any responsibilities for staff ( which is Factor 10)

## FACTOR 10 - RESPONSIBILITY FOR SUPERVISION/ DIRECTION/ COORDINATION OF EMPLOYEES.

|             |  |                            |                     |
|-------------|--|----------------------------|---------------------|
| <b>10.1</b> | Does the job directly involve the supervision, co-ordination or management of employees or others in an equivalent position?<br><br>YES/NO | IF YES<br>complete<br>10.2 | NO<br>Go to<br>10.3 |
|-------------|--|----------------------------|---------------------|

|             |   |                          |                        |
|-------------|---|--------------------------|------------------------|
| <b>10.2</b> | Name the employees supervised/coordinated/managed, their post titles and location ( if not all at the same address. <b>This must correspond exactly with the organisation chart provided.</b> |                          |                        |
|             | <b><i>Names of Employees supervised</i></b>   | <b><i>Post Title</i></b> | <b><i>Location</i></b> |
|             |   |                          |                        |

|   |                                       |
|---|---------------------------------------|
| <b>10.3</b>   | <b>Matrix Management Arrangements</b> |
| Please name any people who are matrix managed including their post title and employer, type of work where this is not obvious from the post type, entering appropriate responsibility and location codes. In order for these to be counted the post holder must be solely (or jointly if the arrangement is with a partner organisation) responsible for undertaking (as a minimum) their work planning, appraisal and any disciplinary action. <b>This must correspond exactly with the organisation chart provided.</b> |                                       |

| <b><i>Names of Employees supervised</i></b> | <b><i>Post Title</i></b> | <b><i>Their Employer</i></b> | <b><i>Location</i></b> |
|---|--------------------------|------------------------------|------------------------|
|   |                          |                              |                        |

|   |  |                                    |                             |
|---|--|------------------------------------|-----------------------------|
| <b>10.4 Training</b>                            |  |                                    |                             |
| Does the post involve training any other people |  | <b>If YES answer this question</b> | <b>If NO go to the HINT</b> |
| Who does the postholder train                   |  | What sort of training              |                             |
|   |  |                                    |                             |

|             |  |  |                              |
|-------------|--|--|------------------------------|
| <b>10.5</b> | <b>Is the post involved in any working groups or for producing policy, advice or guidance?</b> | <b>If YES complete at INDIRECT POLICY DEVELOPMENT RESPONSIBILITIES immediately after factor 12</b> | <b>If NO go to factor 11</b> |
|             |  |  |                              |

Hint: The organization chart is vital for evaluating this factor. This factor is not about other staff that the postholder works with, but only those which it directly manages. If they are not shown on the structure chart (as being subordinate) then they cannot be counted. However the no of staff is cumulative so if Manager A manages two team leaders who each manage 10 staff then Manager A manages 22 staff.

## FACTOR 11 - RESPONSIBILITY FOR FINANCIAL RESOURCES

|             |  |  |                             |
|-------------|--|--|-----------------------------|
| <b>11.1</b> | <b>Is the post a Cost Centre Manager?<br/>YES/NO</b> | <b>If YES<br/>complete<br/>table<br/>below</b> | <b>If NO go<br/>to 11.2</b> |
|-------------|--|--|-----------------------------|

Include for example - handling invoices, cash or cheques; security of cash; authorising or accounting for receipts or expenditure; budget setting or monitoring; long term financial planning; income generation or collection

**If Yes please complete:**

|  | <b><i>Cost Centre 1</i></b> | <b><i>Cost Centre 2</i></b> |
|--|-----------------------------|-----------------------------|
| <b><i>Cost Centre Reference Number</i></b>         |                             |                             |
| <b><i>Name of Cost Centre Manager</i></b>          |                             |                             |
| <b><i>Is this Cost Centre a traded service</i></b> | <b><i>YES / NO</i></b>      | <b><i>YES / NO</i></b>      |
| <b><i>Value - Staffing</i></b>                     |                             |                             |
| <b><i>Value – All Non Staffing</i></b>             |                             |                             |
| <b><i>Nature of responsibility</i></b>             |                             |                             |
| <b><i>How often are you involved</i></b>           |                             |                             |

|             |   |
|-------------|---|
| <b>11.2</b> | <b>If No – are there any other financial responsibilities other than Cost Centre manager? If so please provide an example(s) below.</b> |
|             |   |

**If more than two cost centres are involved please copy table and repaste within this document i.e. as cost centres 3 and 4 etc., or submit details via a separate spreadsheet.**

|             |  |   |                                      |
|-------------|--|---|--------------------------------------|
| <b>11.3</b> | <b>Is the post involved in any working groups or for producing policy, advice or guidance?</b> | <b>If YES complete at<br/>INDIRECT POLICY<br/>DEVELOPMENT</b> | <b>If NO go<br/>to factor<br/>13</b> |
|-------------|--|---|--------------------------------------|

|  |  |   |  |
|--|--|---|--|
|  |  | <b>RESPONSIBILITIES<br/>immediately after<br/>factor 12</b> |  |
|--|--|---|--|

Hint: If the post holder is not the Cost Centre Manager (CCM) but is delegated to manage some financial resources then it will be necessary to establish exactly what proportion is relevant and note that above.

#### **FACTOR 12 - RESPONSIBILITY FOR PHYSICAL RESOURCES**

**Note: Factor 12 Responsibility for Physical Resources will be scored directly from the Job Description and Person Specification**

#### **FACTOR 9,10,11 & 12 - INDIRECT POLICY DEVELOPMENT RESPONSIBILITIES**

Hint: For each of the “Responsibility” factors the “INDIRECT RESPONSIBILITIES” measure a jobholder’s responsibility for policy development and/or provision of advice and guidance to other employees of the Council on policy and/or external regulations. Jobholders will only be permitted to claim this type of responsibility under ONE of the four Responsibility factors. It is therefore important, where such responsibilities exist, to clearly identify the relevant factor in which the jobholder’s policy/advisory responsibility is most appropriately reflected.

|  |                                  |                     |  |                  |           |
|--|----------------------------------|---------------------|--|------------------|-----------|
|  |                                  |                     |  |                  |           |
| <b>Is the post involved in any working groups or for producing policy, advice or guidance?</b> |                                  |                     | <b>If YES complete the details below</b> |                  | <b>NO</b> |
| <b>Name of Working Group or Policy</b>   | <b>Your Role ( Please tick )</b> |                     |  | <b>Frequency</b> |           |
|  | Accountable Officer              | Chair Working Group | Contributor                              | One off          | Regular   |
|  |                                  |                     |  |                  |           |
|  |                                  |                     |  |                  |           |
|  |                                  |                     |  |                  |           |

|  |  |  |  |  |  |
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|                       |  |                         |  |
|-----------------------|--|-------------------------|--|
|                       | <b>Does the post have any other responsibilities which focus on the authority's financial policies or well-being?</b> For example for providing advice, guidance or interpretation of policies or procedures (only include within this answer a responsibility which has as its main focus the authority's financial policies or wellbeing). |                         |  |
| <b>Responsibility</b> |  | <b>Nature of impact</b> |  |
|                       |  |                         |  |

**FACTOR 13 - WORKING CONDITIONS**

|             |  |                          |                         |
|-------------|--|--------------------------|-------------------------|
| <b>13.1</b> | <b>Does the post involve working in normal office conditions?</b><br><div>YES/NO</div> | <b>If YES go to 13.5</b> | <b>If NO go to 13.2</b> |
| <b>13.2</b> | <b>If outside work is required, is it undertaken in all weather conditions?</b>        | <b>YES / NO</b>          |                         |

**If NO, when is it not required to work outdoors?**

|             |   |                                 |                     |
|-------------|---|---------------------------------|---------------------|
| <b>13.3</b> | <b>ENVIRONMENTAL CONDITIONS</b>   |                                 |                     |
|             | Does the postholder experience any unpleasant environmental working conditions?<br>YES/NO | If YES<br>complete the<br>table | If no go to<br>13.4 |

(E.g. dust, dirt, temperature extremes and variations, humidity, noise, vibration, fumes, smells, steam, smoke, grease, oil, confined spaces, cramped conditions)?

| <i>Environmental working condition</i> | <i>Nature</i>                      | <i>How long at any one time</i> | <i>How often</i> |
|--|------------------------------------|---------------------------------|------------------|
| e.g. Noise                             | Children shouting in a play ground | ½ an hour                       | Every day        |
|  |                                    |                                 |                  |

|  |   |                  |          |
|--|---|------------------|----------|
| <b>13.4</b>                                    | <b>HAZARDS</b>                                |                  |          |
|  | Are there any hazards encountered in the job? |                  | YES / NO |
| <i>Hazard</i>                                  | <i>How long at any one time</i>               | <i>How often</i> |          |
| e.g. Being cut when cleaning lawn mower blades | 10 minutes                                    | Once a day       |          |
|  |   |                  |          |

|   |          |
|---|----------|
| Is any form of protective clothing provided to carry out the job? | YES / NO |
|---|----------|

| <i>What</i> | <i>Why</i> | <i>How long at any one time</i> | <i>How often</i> |
|-------------|------------|---------------------------------|------------------|
|             |            |                                 |                  |

|             |   |          |
|-------------|---|----------|
| <b>13.5</b> | <b>BEHAVIOUR</b>  |          |
|             | Does the post holder experience any verbal abuse, aggression or other anti-social behavior from people (other than WCC colleagues)? | YES / NO |

| <i>Nature and source of abuse /aggression</i> | <i>How long at any one time</i> | <i>How often</i> |
|---|---------------------------------|------------------|
| e.g. Swearing from clients                    | 10 minutes                      | daily            |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Hint: This factor is all about adverse working conditions or receiving anti-social behavior from clients or members of the public. Those will **not** be accounted for under Factor 8 Emotional Demands.

***Please forward the completed form and attachments to: [grading@warwickshire.gov.uk](mailto:grading@warwickshire.gov.uk)***