



HERA Job Evaluation Appeals Procedure

University of Dundee

July 2008 (Revised April 2011)

1. Introduction

- 1.1 As part of the implementation of the Framework Agreement for the modernisation of pay structures, it was agreed jointly with the campus trade unions that the University would use the HERA job evaluation scheme to analyse roles. HERA has been designed specifically in order to analyse a wide range of jobs as objectively and consistently as possible. The University agreed to adopt a matching approach to job evaluation with not all roles being subjected to the full evaluation process. Roles are matched to one of the generic role profiles i.e. either to one of the nationally agreed academic role profiles or to one of the profiles developed locally by the University of Dundee. Roles that can not be matched to a profile will be scored.

2. Principles

The following principles apply regardless of whether or not the role has been matched or scored:

- 2.1 All staff will have a right of appeal
- 2.2 The grounds for formal appeal may be either
- **an incorrect interpretation of evidence by role analysts** or
 - **an incorrect matching of role to one of the generic role profiles**
- 2.3 [All potential appeals will be considered through an informal pre-appeals process before progressing to formal appeal.](#)
- 2.4 Notification of a formal appeal must be lodged within **one calendar month** of notification of the outcome.

3. Informal Pre-Appeals Process

Through the HERA process, individual members of staff may be unhappy about:

- The omission of evidence deemed by the individual to be of significance
 - The role profile that the role is matched to
- 3.1 The member of staff raising a concern should make a brief note of their concerns in the first instance. These concerns should then be sent to their verifier (usually their line manager) and the HERA Project Manager. Every effort will be made to acknowledge and respond to the note of concerns within one calendar month of receipt. The individual member of staff should bring their concerns to the attention of the above parties within a reasonable period of the issue coming to light i.e. one calendar month.
- 3.2 Where a dispute in evidence has arisen at an early stage between a member of staff and their verifier (usually the line manager) this discrepancy in understanding will be thoroughly explored at a meeting between the member of staff and the verifier in the first instance. If no agreement can be reached regarding verification of the role then the matter should be referred to the verifier's line manager for consideration. If following this there is no agreement the matter will be referred to the HERA Project Manager and if this is still unable to be resolved, it will be referred to the Appeal Panel for consideration

- 3.3 A meeting with the relevant parties will be convened by the HERA Project Manager or his/her representative to allow the staff member to voice their concerns and for due consideration and investigation to take place. This will provide an opportunity to identify the issues in dispute and to explain any areas of confusion in relation to HERA. It may be necessary for the HERA Project Manager to take time to investigate the issue referred to. Further meetings may be convened if necessary.
- 3.4 In cases where the member of staff disagrees with the role profile their role has been matched to, the attached 'Notice of Appeal' proforma should be completed and any specific concerns stated. The proforma will include a section to be completed by the appellant's verifier (usually their line manager) indicating whether or not there are any disagreements. The form will then be sent to the HERA Project Manager and arrangements will be made for a HERA Analyst (usually the HR Officer aligned to the specific College/SASS) to meet with the member of staff and their line manager to discuss the concerns and to allow further investigation to take place. The meeting will provide an opportunity to identify the issues in dispute and to explain any areas of confusion in relation to HERA. In connection with this the member of staff may request information relating to the scoring of their post prior to the meeting. Further meetings may be convened if necessary.
- 3.5 At the end of this informal stage, if the staff member is still concerned about the evaluation of their post they can go forward to formal appeal. Any additional information submitted and discussed at the pre-appeal stage will be made available to the formal appeal panel. If any supplementary information is provided following the pre-appeal meeting it must also be verified by the appellant's verifier/line manager. The HERA Project Manager will arrange for the **Role Outline Form, Record of Evidence and other relevant paperwork to be made available to the Appeal Panel** and the appellant.

4. Formal Appeals Procedure

- 4.1 Once the informal process has been completed, the member of staff ("appellant") may take the matter to the formal stage should they so wish.
- 4.2 The member of staff should advise within 7 days [of their pre-appeal meeting](#) whether they wish to proceed to the formal stage.
- 4.3 Every effort will be made for a job evaluation appeal panel to be convened within one calendar month of receipt of the documentation relating to this stage, but this will be subject to modification dependent on the number of appeals lodged.

5. Composition of Appeal Panel

- 5.1 The Appeal Panel will consist of six people who are trained in HERA and who have had no previous involvement in the individual case. The Appeal Panel will be arranged by a member of staff from Human Resources who will facilitate the meeting. The panel will consist of three University representatives and three Trade Union Representatives, one from each of the recognised unions. If any member of the Appeal Panel for any reason is unable to hear the appeal entirely objectively they must declare this and withdraw from the Panel. A pool of possible Appeal Panel members will be identified by the HERA Sub-Group.

6. Appeal Panel Meeting

- 6.1 Members of the Appeal Panel will meet to consider the evidence before them, including all records of the informal process.
- 6.2 The Appeal Panel will request any further evidence it sees fit and will call any relevant persons should clarification be needed or other evidence required. If any persons are called to attend the Appeal Panel, the appellant will also be invited to attend. Wherever possible the Appeal Panel will reach a conclusion on the day of the meeting and inform the appellant thereafter of its decision including a brief outline of the reasons for the decision in writing within ten working days of the outcome.
- 6.3 Any grade change agreed by the Panel will be applied from the original effective date of either the implementation of the Framework Agreement or for subsequent changes, the date the grade was appealed against. The decision of the Appeal Panel is final and no further appeal will be allowed under the HERA procedure.

UNIVERSITY OF DUNDEE

HERA JOB EVALUATION: NOTICE OF APPEAL

Name:

College:

School/Unit:

Reasons for Appeal:

(Appropriate documentary evidence should be provided, including a copy of your current job description/role outline form authorised by your line manager and a current organisational structure chart)

I wish to appeal that my job has been placed in the incorrect grade on the following grounds:

Reasons for Appeal (cont.):

Signature.....Date.....

For completion by verifier/ line manager (if this is not the Dean/Head of Unit then the Dean/Head of Unit must also sign to acknowledge that they are aware of the appeal)

Please sign in the space provided below to confirm that you have read the appellant's grounds of appeal and that you have discussed these and any area of disagreement with the appellant. For any item specified by the appellant with which you disagree, please state the item and the reasons for any disagreement

Verifier/ line manager (PRINT NAME):

Signature:

Date:

Dean of School/Head of Unit (PRINT NAME):

Signature:

Date: