

HERA JOB EVALUATION SYSTEM

Maintenance Procedure - Process of Grading Review

Introduction

HERA (Higher Education Role Analysis) is the system of job evaluation used at the University of Dundee. The Maintenance Procedure, is the procedure post implementation of HERA by which staff and Deans of School/Heads of Unit can request the grade of a role to be reviewed.

Policy and Procedure

1. The HERA Grading Review Policy and Procedures applies to all posts. However for Academic posts, the HERA role outline form will be part of the submission to Academic Annual Review and considered by the College Annual Review Group <http://www.dundee.ac.uk/hr/annualreview/>. All other grading review submissions will be subject to evaluation by a Job Evaluation panel.
2. There are two routes for submitting an application for a grading review:
 - i. **Changes in role at management request** – a Dean of School/Head of Unit may submit an application for a grading review. The case should include a rationale detailing the reasons for the request. The proposed change to the role should be discussed and must be agreed between the line manager, Dean of School/Head of Unit and the individual.
 - ii. **Personal submission** – members of staff may make an application for grading review. Any individual who believes their current grade no longer reflects the duties of the job may request a grading review.
3. Normally posts will only be reviewed due to changes in job content if the following conditions apply:
 - i. Normally posts will not be reviewed again if the post was critically evaluated within the previous 12 month period. The change(s) must be significant and permanent.
 - ii. Minor changes in procedures and any special arrangements to cope with temporary situations do not constitute grounds for review and may more appropriately be dealt with by a non-consolidated payment (Framework Agreement, Appendix 8) (<http://www.dundee.ac.uk/hr/framework/updates/latestframeworkproposals.pdf>)
 - iii. Changes must be substantive in nature.
4. For all grading review submissions, it is the responsibility of the line manager and Dean of School/Head of Unit to verify the information provided to ensure it is an accurate reflection of the duties and responsibilities of the job and consistent with the role the School/Unit and University require to be carried out. Further information on the role of the verifier can be found in the HERA Guide for Verifiers. <http://www.dundee.ac.uk/hr/hera/lib/docs/verifiersguide07.pdf>

5. The original HERA role outline form should be submitted with the changes that have occurred since the last review clearly highlighted on the form (these should be noted in bold or italics at the end of each section or on the proforma (see guidance notes – http://www.dundee.ac.uk/hr/hera/lib/docs/Guidance_on_submissions.pdf if an electronic version of the form can not be accessed. Details about the impact such changes have on the rest of the post i.e. duties which should be deleted/substituted should also be included. If a HERA role outline form has not been completed previously this should be submitted along with a copy of the original job description for the role. An organisational chart should be provided in all cases illustrating the working relationships and reporting lines with colleagues within the School/Unit.
 - 5.1 Completion of the role outline form for regrading should be an active partnership between the line manager and the role holder, involving discussion and agreement about how the role has changed. If the Dean of School/Head of Unit does not support a case for regrading, they should explain clearly in writing to the individual the reasons for this.
 - 5.2 If a case for regrading is supported, the **line manager** should complete the relevant section (Section 2) on the Regrading proforma http://www.dundee.ac.uk/hr/hera/lib/docs/forms/Request_for_regrading_for_m.pdf. This should detail how the role has changed in size, responsibility and complexity as well as provide any further information to clarify the details of the role and the significant change(s). It should not be a statement on the candidate's abilities and performance.
 - 5.3 The **Dean of School/Head of Unit** (or nominee) must also complete a supporting statement on Section 3 of the Regrading proforma http://www.dundee.ac.uk/hr/hera/lib/docs/forms/Request_for_regrading_for_m.pdf, providing details of how the role fits in with the overall School/Unit plans. The Dean of School/Head of Unit will then sign off the role outline form. Once completed the form should be sent to Human Resources.
 - 5.4 The Dean of School/Head of Unit will highlight if this role is held by other role holders (ie a generic role outline form describes the role) and if so, the number of others that will be affected by the HERA outcome.
- 6 It will be the responsibility of the Job Evaluation panel to determine the evaluation outcome, having considered the Job Evaluation document and comments from the line manager and Dean of School/Head of Unit. The Job Evaluation panel will be chaired by a senior member of staff and will include three other trained HERA analysts.
 - 6.1 The Job Evaluation panel will carry out a role matching exercise to consider the regrading case, using the details supplied on the role outline form, and clarified by information provided by the Line Manager and Dean of School/Head of Unit (i.e. a summary of the main changes to the role since the role was assigned its current grade; reference to the current and proposed new organisational structure, details of any relevant changes and how the role fits in to the organisation chart and to the overall structure of the School/Unit). In the case of the major re-organisation of Units/Schools, normally the relevant unions would be consulted.
 - 6.2 The Job Evaluation panel will be able to seek clarification of any detail on the role outline form from the Line Manager or Dean of School/Head of Unit if appropriate.
 - 6.3 The Chair will ensure the process is carried out in a consistent and fair manner and that all the members of the panel have an opportunity to fully

understand the role before asking the panel to complete the role matching exercise.

- 6.4 The Job Evaluation panel should reach a majority decision regarding the role matching process. Where possible the role will be matched to an existing role in the University. In all other cases the role will be scored.
 - 6.5 Impact assessments will be carried out, normally by Human Resources, to ensure fairness and consistency of the process and regular reports will be provided to the campus unions and the Human Resources Committee on the outcomes.
- 7 Grading Reviews will take place on an annual basis and any change in grade will be effective from the 1st day of the month following the Grading Review meeting. It should be noted that changes to roles that occur as a result of an organisational change may be considered out with the annual cycle to allow new roles to be established in a revised structure.
- 8 Possible outcomes when considering a grading submission are:

The role is evaluated at a higher level.

In these circumstances if the role holder's current salary is below the minimum salary point of the new evaluated grade, the current salary will be uplifted to the minimum salary point of the new grade.

If the current salary is within the minimum and maximum salary points of their new evaluated grade, the current salary, will be moved on to the next nearest highest point.

http://www.dundee.ac.uk/hr/hera/policies/green_circling.pdf

The role is evaluated at the same grade.

In these circumstances there is no change to the role holder's salary.

Please note that for posts which are being evaluated for the first time a further possible outcome is that:

The role is evaluated at a lower grade.

In these circumstances if the role holder's current salary is higher than the maximum salary point of their new evaluated grade, pay protection arrangements will apply.

http://www.dundee.ac.uk/hr/hera/policies/red_circling.pdf

In cases where the individual or manager is dissatisfied with the outcome, there will be a right to request a review of the decision under the Appeal procedure

<http://www.dundee.ac.uk/hr/hera/appeals/appealsprocedure.pdf>

Timetable for 2011

15 April	Information to staff and managers (HERMES message)
31 May	Submissions into College/SASS HR officers
June/July	Evaluation panel(s) meet
Sept-Dec	Appeals

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HERA JOB EVALUATION - MAINTENANCE PROCEDURE

REQUEST FOR GRADING REVIEW

Name:

College:

School/Unit:

Request of Grading Review by (i) Dean of School/Director ()
(ii) Roleholder ()

Changes to role must be significant and permanent

Appropriate documentary evidence should be provided.
This must include:

- (1) a copy of current role outline form ()
- (2) changes to role clearly highlighted on role outline form (ie tracked or in bold) **or** detailed on a separate sheet with specific changes indicated under the relevant section. ()
- (3) a current organisational structure showing reporting lines (and if possible detailing grade of posts,). ()
- (4) form signed by Roleholder ()
 - Line manager/verifier ()
 - Dean of School/Director ()

Section 1 (Roleholder)

Please detail any supplementary information you have provided in addition to the required documents to support your grading review.

Role Holder (PRINT NAME)

Signature:

Date:

Section 2 (Line manager/verifier)

Please sign to confirm that you have read the request for grading review and that the information is an accurate reflection of the duties and responsibilities of the role. You should detail from your perspective how the role has changed in size, responsibility and complexity.

If there is any area with which you disagree, you should discuss this with the roleholder and state the item and the reasons for any disagreement.

Line Manager/Verifier (PRINT NAME):

Signature:

Date:

Section 3 (Dean of School/Director)

Please detail how the role fits in with the overall School/Unit's aims and confirm that the development of the role is consistent with the role the School/Unit and University require to be carried out.

Dean of School/Director (PRINT NAME):

Signature:

Date: