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**Report To:** Policy & Resources Committee      **Date:** 22 September 2009

**Report By:** Head of Organisational Development and Human Resources      **Report No:** HR/20/09/AM

**Contact Officer:** Alasdair Moore      **Contact No:** 01475 712015

**Subject:** 1 Job Evaluation : Grading/Regrading Procedure  
2 Scheme of Delegation and Committee

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to propose to the Committee how grades should be set for new jobs, how jobs should be reviewed and where the creation of new jobs is decided either through the scheme of delegation or Committee approval.

## 2.0 SUMMARY

- 2.1 There is a requirement for a procedure to be put in place to grade new jobs and to revisit the grade of established jobs where a significant change has taken place in the duties that are being undertaken. Should an established post's duties have changed which is also registered as a formal job evaluation appeal the date of the submission of the change will serve as the dividing date as two independent processes will be required. Where a job has not been submitted as part of the Job Evaluation appeals process then a review can only take place where the change in the duties are put in place by management.

- 2.2 The current position for setting of new grades, and reviewing grades for jobs up to the old grade of PO1 value £31,761, equivalent to the new grade I maximum value £33,085 were done under the scheme of delegation. All other grades required Committee approval.

Note: All temporary jobs up to Chief Officer level are created under the scheme of delegation.

- 2.3 Any future review of the Council's pay and grading structure would require Committee approval and it is in this context that Elected Members would make the final decision for new grades for the Council. Advice given is that any future review should commence around August 2011, this will be three years after the implementation date of the Single Status agreement.

- 2.4 In respect of costs it would be for the service to liaise with Finance Services and their service committee to fund any new posts or regradings.

## 3.0 RECOMMENDATIONS

It is recommended that the Committee agree;

- 3.1 The attached procedures for grading of new jobs and for the review of existing jobs.
- 3.2 That it will no longer be required for reports to be submitted to the Policy and Resources Committee when setting grades for new posts below grade N. (That where posts in this category are regraded then no Committee approval is required).
- 3.3 That where new jobs are to be established then Services should, where appropriate,

advise their own Committee on the number of jobs and the grades that have been set by the Job Evaluation Team to allow Members to be made aware of any financial implications.

- 3.4 That where permanent posts graded N or O require to be established or where a restructure of a Service is proposed then this will require Committee approval.
- 3.5 That a review of the current Pay and Grading should commence around August 2011.

Head of Organisational Development  
and Human Resources

## 4.0 BACKGROUND

- 4.1 With the introduction of the new pay and grading model agreed by Council on the 18th August 2008 the old methods of how grades are set has disappeared. The previous method of setting a grade and the appeals process involved the elected members who agreed reports for new grades for individual posts, for structures and where no agreement was reached with the trade unions then an HR Appeals Board would have the final decision.

It should be remembered that most restructures were agreed with the trade unions and only a few have ever gone to an appeal hearing.

- 4.2 During the discussions with the trades unions on Single Status, a grading/regrading procedure was discussed. This procedure was a draft and all parties were aware that when Single Status was introduced a procedure covering how grades would be set and how this would link to Committee Approval would be reviewed.

To date new jobs have been graded and some reviewed at the request of services. It was considered advantageous to go through the process to see how the theory works in practice before finalising the procedure.

- 4.3 With the management restructure now complete, with the exception of the Social Care 4th tier Management review, any major restructures of full services will be part of a Chief Executive restructure.

Where restructures do occur they would be within a single Service or part of that service that requires an amendment to the existing structure. An example of this is the Internal Audit restructure which was previously approved by Committee. This concentrated on a particular service within a directorate.

- 4.4 Job Evaluation : Grading of new jobs and review procedure

The attached procedures Appendix 1 and Appendix 2 allow for the grading of new jobs, how jobs should be reviewed and how the process aligns with the Scheme of Delegation and Committee. It also allows for how an employee can appeal a decision.

- 4.5 To maintain the integrity of the Grading and Pay structure and to ensure that the Job Evaluation Scheme is seen to be credible, grades require to be set independently to ensure fairness and that quality and equality are maintained.

Prior to Job Evaluation the setting of grades was a combination of Service views, Human Resources' views, then discussion with the trades unions with a final view by the Head of Organisational Development and Human Resources who would then proceed to Committee, generally a consensus of opinions, etc. The wider picture must now be considered and I would point out that within this process the final decision on a grade will still rest with the Head of Organisational Development and Human Resources but with the Job Evaluation team giving professional advice on what grade should be set, which is a change in culture.

- 4.6 Previously the setting of grades and review of grades for jobs below the old grade of PO1 which is equivalent to the new grade I was delegated to the Head of Organisational Development and Human Resources with all posts above that requiring Committee approval.

As the new scheme moves away from this, a review of how we advise you as Elected Members is necessary.

- 4.7 Where a service requests the creation of a temporary post up to Chief Officer level then this still remains within the delegated authority of Organisational Development and Human Resources.

4.8 With the new pay and grading structure having been agreed by elected members the placing of jobs within the grading scale has moved to a more operational procedure. It is where a change occurs at senior level or where a restructure takes place that a committee decision is required.

## 5.0 PROPOSALS

5.1 It is proposed that the attached appendices on how grades are set for temporary and permanent jobs and for the review of grades are put in place.

The main points for consideration are

Temporary jobs : all jobs up to Grade O to come under the scheme of delegation of Organisational Development and Human Resources as at present – the current procedure remains.

New Jobs : That all new jobs up to and including grade M will come under the scheme of delegation of Organisational Development and Human Resources.

Restructures : A service restructure or where jobs are graded N and O would require approval from the Policy and Resources Committee.

Services should also advise their own committee if they need to agree allocation for funding for a restructure or for new jobs.

Appeals process : This would be held twice a year.

5.2 The current Pay and Grading scheme will require to be reviewed on a regular basis to ensure that it complies with equality issues. The current scheme is a best fit at the time of development and assisted the Council in moving forward but issues were raised for future consideration e.g. the increments of each grade and the grading for specific posts.

It is therefore proposed that the current Pay and Grading model be reviewed with a starting date around August 2011.

## 6.0 IMPLICATIONS

6.1 Finance:

Financial Implications – One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
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Financial Implications – Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments

6.2 Human Resources: All comments included in report.

6.3 Legal: No legal implications

## 7.0 CONSULTATION

7.1 The trades unions have been consulted on this process.

**Local Government Employees:**  
**Job Evaluation Procedure: Maintenance of the Scheme**  
**Grading of New Jobs (Temporary & Permanent)**

Version 1.0

Organisational Development & Human Resources  
Inverclyde Council  
Municipal Buildings  
GREENOCK  
PA15 1LX



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**DOCUMENT CONTROL**

<b>Document Responsibility</b>		
<b>Name</b>	<b>Title</b>	<b>Service</b>
Pamela Smith	OD Advisor	HR & OD

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HR Managers & Head of OD/JR	April 09	Review of Process, roles etc.
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*Distribution may be made to others on request*

<b>Policy Review</b>		
<b>Review Date</b>	<b>Person Responsible</b>	<b>Service</b>
Dec 09	Pamela Smith	Human Resources

## Appendix 1

Document Control.....	2
1..... Introduction	4
2..... Aims	4
3..... Scope	4
4..... Achieving Aims	4
6..... Information Required	5
7..... Grading Procedure & Timescales	5
8..... Job Comparators	6
9..... Funding	6
10..... Scheme of delegation – process for approving new posts.	6
11..... Eligibility for Re-Evaluation	7
12..... Roles and Responsibilities in the Process:	7
13..... List of Appendices	9
14..... Establishing New Permanent Jobs – Flowchart	10
15 ..... Establishing New Temporary Jobs Up To Grade O – Flow Chart	11
16 ..... Establishing Jobs Within a New Structure Flowchart	12
Appendix 1 -Job Description Template	13
Appendix 2 - Person Specification Template	14
Appendix 3 - Short Questionnaire Template	15
Appendix 4 - Request to Evaluate Template	17
Appendix 5 - Scheme of Delegation Form Template	18
Appendix 6 – Request to Advertise Form Template	21



## 1. Introduction

Following on from the initial Job Evaluation Programme which was implemented by the Council on 18<sup>th</sup> August 2008, it is necessary to ensure consistency with the creation of new jobs.

*This procedure seeks to provide Managers with guidance on what steps to follow when creating a new job, either temporary or permanent.*

## 2. Aims

- To ensure compliance with the Scottish Joint Councils (SJC) Job Evaluation Scheme;
- To ensure an auditable process for the grading of new jobs;
- To ensure consistent application of the Job Evaluation Scheme through-out Inverclyde Council;
- To allow Services the scope to review any changes in jobs and alter salaries in accordance with the SJC scheme;

## 3. Scope

The SJC Job Evaluation scheme, at time of writing, is applicable to all jobs within Inverclyde Council, excluding, Craft Workers, Teachers, and Chief Officers.

This procedure is directed towards Managers with responsibility for jobs, as well as employees within Organisation Development & Human Resources who may be involved in the processes outlined below.

## 4. Achieving Aims

In order to achieve the Aims outlined above, it is essential that:

1. All new jobs that are created are done so in accordance with this procedure. Failure to adhere to this procedure could result in claims against the Council in relation to Equal Pay or related legislation;
2. Managers should remain familiar with the Job Evaluation scheme and ensure that they remain up to date with what each job within their remit entails;
3. Managers stay up to date with any changes in jobs for which they have responsibility and discuss any key changes with a member of the Job Analyst team within Organisational Development & Human Resources;

4. Managers ensure that all staff are aware of the Factor Level Definitions for existing jobs and should consult with employees prior to requesting amendments to a job.
5. Managers are aware of the Rank Order of Jobs within their remit and consider this when seeking to create a new job.

## 5. Information required

The service will require to submit the following information to allow a new job to be graded:

### **Job Description**

A Job Description should be completed using the standard template as shown in appendix 1. The main duties that will be carried out should be included in this.

### **Person Specification**

A person specification should be completed using the standard template as shown in appendix 2, this document should be as clearly as possible. Each section should be completed.

### **Short Questionnaire**

A standard questionnaire must also be completed by the line manager with as much information as possible to allow the job analyst to gain a full understanding of the job before proceeding with grade allocation.

### **Service Structure Chart**

To assist the job analyst a copy of the service structure showing the hierarchy of the service and where the new jobs fits in should also be supplied.

## 6. Grading Procedure & Timescales

### **Grading Procedure:**

Once the information is supplied to Organisational Development and Human Resources the job will be graded by a Job Analyst who will set the levels for each of the 13 Job Factors;

**N.B.** Jobs will attract specific levels and there are limits to the levels that can be set depending upon qualifications, office environment, etc;

Once the job has been graded, discussions will take place with the Service to ensure that all information has been submitted, where the job sits within the Service structure and hierarchy;

The Job Analyst will then complete the grading and discuss with the Human Resources Manager (O&D) to confirm the grade.

The Service will be advised of the outcome of the evaluation and the grade that will be set

### **Timescales:**

It is anticipated that once all information has been supplied by the service that a new job will be graded within 12 weeks.

## 7. Job Comparator

### New Job (Direct /Generic Comparator)

It is not always necessary to carry out an evaluation, example Accountant, Social Worker, the grade can be set immediately. The only change may be the Job Description that can vary between different parts of a Service, e.g. a Social Worker in Criminal Justice compared to the Prison Service.

### New Job ( Matched Comparator)

A Service may create a job that is similar to another job within the Council or even within the Service;

A Job Description, Person Specification and Short Questionnaire will still be required to be submitted;

Where a comparator job is identified then the Job Analyst will compare the Person Specification and Job Description to consider if a similar grade can be set;

If this is possible then the Service will be advised of this and the grade.

## 8. Funding

### Temporary Funding

Once the grade for the job has been set the Service will require to agree with Finance Services that appropriate funding is in place.

Where the job is temporary then the funding must be able to cover the costs including incremental progression, employee on costs and where the job is to be created for a duration of more than 2 years then the cost of redundancy when releasing a temporary employee must be factored into the funding.

### Permanent Funding

Once the grade for the job is set the Service will require to agree with Finance Services that all costs can be contained within the Services' allocated budget.

## 9. Scheme of delegation – process for approving new posts.

Once the Job Analyst has made their recommendations and the Head of OD&HR has approved the grade of a job, Services must seek the relevant approval to establish a post as outlined below:

Please note that for all jobs, Services require to address their own relevant Committee of the spend for the job.

## **For Temporary Jobs up to and including Grade O**

Services must complete the Scheme of Delegation Form and return it to the Head of Organisational Development & Human Resources.

## **For Permanent Jobs up to and including Grade M**

For Single Jobs within this category, that do not affect the Service Structure, the Scheme of Delegation Form (Appendix) must be completed and returned to the Head of Organisational Development & Human Resources.

## **For Structure Changes**

For Structure Changes, the relevant Service Committee must be advised of the proposed spend and Policy & Resources Committee will be required to approve any new structures.

## **10. Eligibility for Re-Evaluation**

Once a job has been graded it will not be able to be reviewed for a period of 1 year minimum. The reason for this is to allow the job to settle into a routine etc. If at the end of the 1 year period the service consider that the job should be regraded, then they should follow the guidelines for re-grading an existing job, (available from HR).

## **11. Roles and Responsibilities in the Process:**

The groups outlined below are key stakeholders in ensuring this process is implemented successfully and consistently;

### ***Managers***

The roles of managers, or their delegated representatives, mirror the requirements to Achieving Aims

### **Additionally, Managers will:**

- Create/Update Job Descriptions and Person Specs for new jobs;
- Complete the Request to Evaluate Form & a short questionnaire;
- Meet with the Job Analyst Teams to discuss any other relevant information such as rank order/responsibilities;
- Complete Scheme of Delegation Forms once a grade for a new/amended jobs has been agreed;
- Complete Request to Advertise Form and send to OD & HR based on the agreed grade and approvals.

## ***Organisational Development & Human Resources***

### **I. Job Analyst**

The Job Analyst Team will be responsible for the following:

- Providing guidance to Managers on Professional Qualifications/Career Yardsticks for relevant jobs;
- Responding to Request to Evaluate Forms as delegated by the Head of OD &HR;
- Conducting initial Job Evaluations with managers based on Job Descriptions, Person Specs and Questionnaires;
- Meeting with Managers as necessary to gain all information required prior to recommending a grade for a job;
- Maintaining Audit Trail of all meetings/questionnaires and other documentation used in the process;
- Making recommendations to the Head of Organisational Development & Human Resources in relation to grades.
- Liaising with HR to ensure all relevant changes are captured in HR/Payroll system specific to the job

### ***II. Head of Organisational Development & Human Resources***

The Head of OD & HR , or delegated representative, will be responsible for the following:

- Reviewing all Request to Evaluate Forms and passing them to the Job Analyst Team Leader;
- Approving or Rejecting Recommended Grades from the Job Analyst Team
- Reviewing and Authorising Scheme of Delegation forms once a job has been graded or that appropriate committee approval has been given.

### ***III. Human Resources***

#### **Human Resources Admin Team**

Once the Scheme of Delegation form has been approved by the Head of OD & HR, it will be passed to the HR Admin team to update relevant databases (i.e. HR/Payroll System, Replace old Job Descriptions and Person Specs).

Human Resources Admin team will also require Request to Advertise forms from the service in order to proceed with advertising and recruitment procedures for the job. No Request to Advertise form should be sent to Human Resources until all funding and grade information has been finalised.

## **12. List of Appendices**

Appendix 1 - Job Description Template

Appendix 2 - Person Specification Template

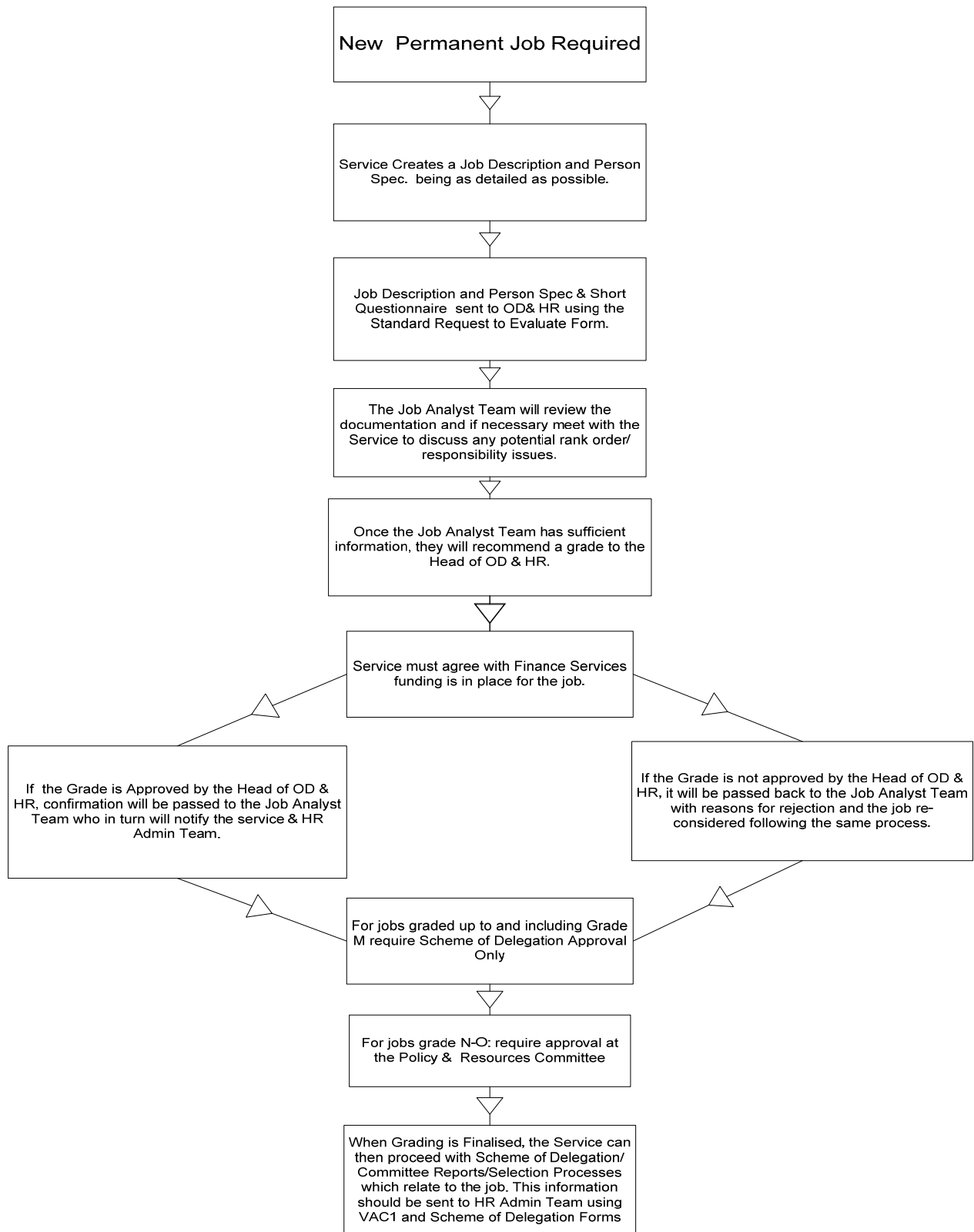
Appendix 3 - Short Questionnaire Template

Appendix 4 - Request to Evaluate Template

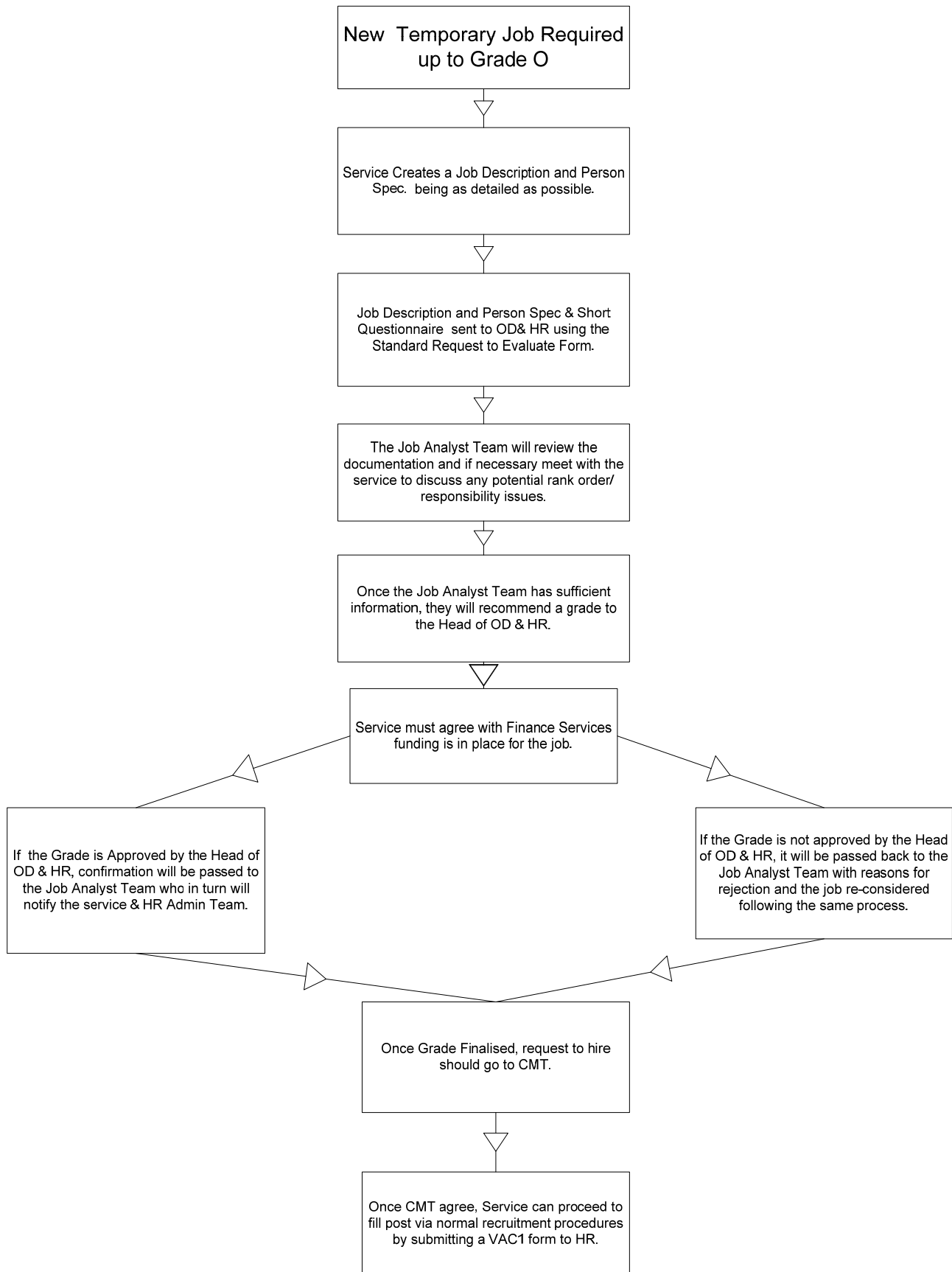
Appendix 5 - Scheme of Delegation Form Template

Appendix 6 – Request to Advertise Form Template

### 13. Establishing New Permanent Jobs – Flowchart

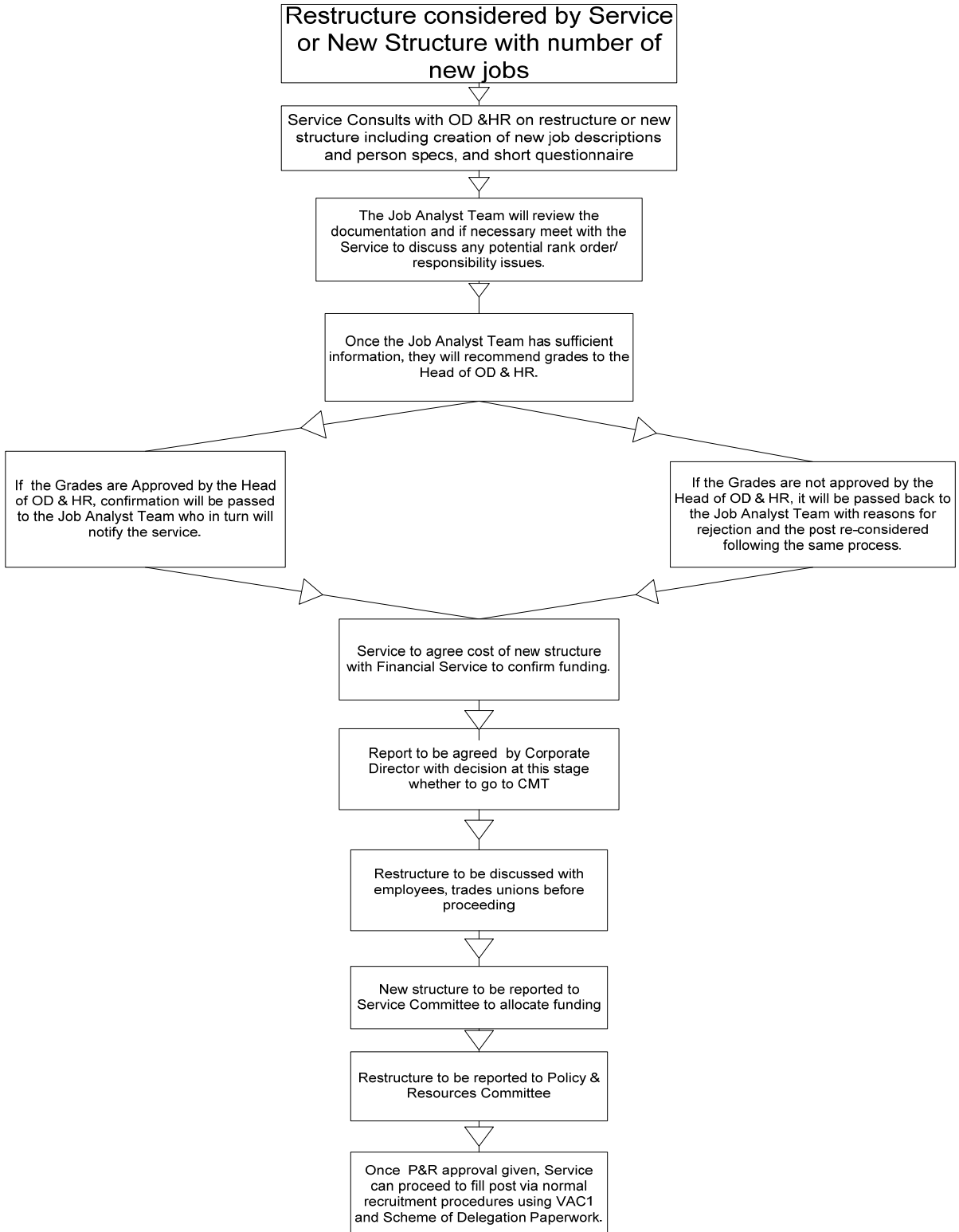


# 15. Establishing New Temporary Jobs Up To Grade O – Flow Chart





16 Establishing Jobs Within a New Structure Flowchart



# Appendix 1 - Job Description Template

**JOB DESCRIPTION**

<b><u>Post Title:</u></b>	
<b><u>Post Number:</u></b>	
<b><u>Grade:</u></b>	
<b><u>Service:</u></b>	
<b><u>Section:</u></b>	
<b><u>Responsible to:</u></b>	

**Overall Purpose of the Job:**

--	--

**Main Duties and Responsibilities**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	Any other duties and responsibilities as directed by line management.

Note: Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Council Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers.

Date Produced: \_\_\_\_\_

## Appendix 2 - Person Specification Template

PERSON SPECIFICATION		
<p>The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview.</p> <p>In developing job descriptions &amp; person specifications, the Council will have due regard to its commitment to equality &amp; diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.</p>		
<b>POST TITLE:</b>		
ATTRIBUTES	ESSENTIAL: The minimum acceptable level for safe and effective job performance	DESIRABLE: The attributes of the ideal candidate
<b>ATTAINMENTS/EXPERIENCE</b> 1.Educational (e.g. qualifications, membership of professional bodies)  2.Occupational (e.g. management experience)		
<b>SKILLS &amp; ABILITIES</b> (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)		
<b>SPECIAL APTITUDES</b> (e.g. numerical skills, manual dexterity, driving licence)		
<b>ANY ADDITIONAL JOB RELATED REQUIREMENTS</b> (e.g. <b>ability to work irregular hours, shifts</b> )		
DISABLED APPLICANTS AND GUARANTEED INTERVIEWS		
Under the 'Double Tick' initiative, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.		

## Appendix 3 - Short Questionnaire Template

### INVERCLYDE COUNCIL – HUMAN RESOURCES

#### Job Evaluation Exercise :

Please complete the following and return by email to Hazel Thomson at Human Resources.

Service:	
Post No:	
Employee Name/Vacant:	
Current Grade:	

#### 1. Communication

**Informal advocacy duties:** (for example, dealing with external agency on a clients/employees behalf OR; representing Council's position at internal hearing OR; providing factual evidence at external hearing): **(Please tick where appropriate)**

YES		NO	
-----	--	----	--

**Formal advocacy duties:** (for example, representing the Council in a formal external location, such as inquiries or legal proceedings).  
**(Please tick where appropriate)**

YES		NO	
-----	--	----	--

#### 2. Responsibility for Employees

Does the post require the job holder to ensure the implementation of the Council's human resource policy, procedure and practice?  
**(Please tick where appropriate)**

YES		NO	
-----	--	----	--

What post does the postholder report directly to:	
---	--

What posts report directly to the postholder (include number of employees)	
--	--

#### 3. Financial Resources

# Appendix 1

Which of the following amounts accurately reflects the total budget for which the job holder is wholly or partly responsible (***Tick one and state if primary or secondary responsibility***)

Small – up to £100,000	<input type="checkbox"/>	<input type="checkbox"/>
Considerable – over £100,000 up to £500,000	<input type="checkbox"/>	<input type="checkbox"/>
Large - over £500,000 up to £2.5 million	<input type="checkbox"/>	<input type="checkbox"/>
Very Large – over £2.5 million up to £10 million	<input type="checkbox"/>	<input type="checkbox"/>
Extremely large – over £10 million	<input type="checkbox"/>	<input type="checkbox"/>

## 4. Knowledge

With reference to the person specification:

Are any qualifications deemed essential for the post (fundamental requirement)  
***(Please tick where appropriate)***

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

What level of qualification is considered as essential (eg, National Certificate/Higher National Certificate/Degree etc)

What level of experience would the post holder require to demonstrate  
***(Please tick one box)***

Up to 5 years	<input type="checkbox"/>
More than 5 years	<input type="checkbox"/>
More than 7 years	<input type="checkbox"/>
	<input type="checkbox"/>

## 5. Physical Resources

Does the postholder have primary responsibility for:

A wide range of physical resources	<input type="checkbox"/>
Tendering and procurement at service level	<input type="checkbox"/>
Long term planning of physical resources	<input type="checkbox"/>
Long term planning of information resources	<input type="checkbox"/>
	<input type="checkbox"/>

## Appendix 4 - Request to Evaluate Template

HR/JE/Request to Evaluate			
<b>Request to Evaluate Post</b>			
Please use this form to request the evaluation of either an existing post or a post which is to be newly created. Normally existing posts will not be evaluated unless a minimum of 1 year has past since the initial evaluation, or there has been significant change in duties.			
<b>MANAGER &amp; POST DETAILS – To be Completed by Manager or Delegate.</b>			
<i>Name</i>		<i>Service</i>	
<i>Designation</i>		<i>Contact Number</i>	
<i>Newly Created Post (X)</i>		<i>Existing Post (X)</i>	
<i>Date Required By</i>		<i>Date Sent</i>	
<i>Proposed Post Title (if newly created post)</i>			
<i>Existing Post Title</i>			
<i>Updated Job Description &amp; Person Spec Attached (x)</i>			
<b>REASON FOR EVALUATION (Please provide a brief explanation)</b>			
<b>CONFIRMATION THAT POST TO BE EVALUATED – To be Completed by Head of Organisational Development or Human Resources Manager</b>			
<i>Approved (x)</i>			
<i>Declined (x)</i>			
<i>Signed</i>			
<i>Date</i>			
<b>Recommended Grade – To be Completed by the Job Analyst Team</b>			
<b>CONFIRMATION OF RECOMMENDED GRADE – To be Completed by the Head of Organisational Development &amp; Human Resources</b>			
<i>Recommended Grade Approved (x)</i>			
<i>Recommended Grade Rejected (x)</i>			
<i>Signed</i>			
<i>Date</i>			
<b>(End of Document)</b>			

## Appendix 5 - Scheme of Delegation Form Template

SCHEME OF DELEGATION  
CREATING AND AMENDING TEMPORARY POSTS (ALL GRADES)  
& PERMANENT POSTS GRADED BELOW GRADE O

### Instructions for Completion

This form should be completed by the Director or Head of Service wishing to: (i) make a request to create a new post; (ii) make a request to create an additional established post; or (iii) make a request to re-grade an established post, under the Council's Scheme of Delegation. The Scheme of Delegation allows the Head of Organisational Development and HR to create and amend all **temporary** posts. It also allows the creation and amendment of **permanent posts graded below Grade J** only. For permanent posts graded J and above, a report requires to be submitted to Best Value & Corporate Services Committee.

### A/ Nature of Request

<input type="checkbox"/>	Create a new post
<input type="checkbox"/>	Create an additional established post
<input type="checkbox"/>	Amend an established post

### B/ Post Details

	<u>Current Details</u> <u>(existing posts only)</u>	<u>New/ Amended Details</u>
Service:		
Section:		
Job Title:		
Post Number (s) (Existing posts only):		
Hours:		
Proposed Grade:		
Status (Perm or Temp):		
If new/ amended post is temporary, is the post:	<input type="checkbox"/> For a stated period (e.g. 1 year), please specify: <input type="checkbox"/> Until a certain date, please specify:	
What is the basis for proposed grade of the new/ amended post?	<input type="checkbox"/> Comparable post within the Council <input type="checkbox"/> Comparable post with other local authority <input type="checkbox"/> Other	

## Appendix 1

	In all cases, please give details:
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### C/ Reasons for Request

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### D/ List Additional Duties That Are Being Undertaken (Re-gradings only)

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### E/ Current Duties (Regradings only)

Will current duties be retained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes what percentage of existing work would this represent?	%	
If duties have changed who previously carried out these duties or are they new duties?		

### F/ Funding Details

No. of posts affected/ required:			
Total Salary Costs (inc. employee on costs @ 25.9%):	£	(Costs should be calculated using medium point of grade)	
How do you propose to fund the amendment/ creation of this post? E.g. can cost be contained within the Service budget, or is external funding available?			
Funding Source:		Budget Code:	
<input type="checkbox"/>	I confirm that availability of funding has been sought from Finance Services.		

### G/ Authorisation (Director or Head of Service)

<i>Name (please print):</i>		<i>Designation:</i>	
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# Appendix 1

<i>Signed:</i>		<i>Date:</i>		<i>Ext:</i>	
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## HR USE ONLY

New Grade Agreed:	
Total Costs (inc. employee on costs @ 25.9%)	
Funding Source:	
Payroll/ Administration Requirements	<input type="checkbox"/> New Contract <input type="checkbox"/> Change in Circumstance Letter <input type="checkbox"/> Payroll documentation
<b>Approved By:</b>	<b>Name (please print):</b> .....
	<b>Designation:</b> .....
	<b>Signed:</b> .....
	<b>Date:</b> .....

## AUTHORISATION FROM HEAD OF OD & HR

<b>Signed:</b>	<b>Date:</b>
----------------	--------------

		<u>Signed</u>	<u>Date</u>
<input type="checkbox"/>	<b>Payroll Notified</b>		
<input type="checkbox"/>	<b>Letter sent to employee</b>		
<input type="checkbox"/>	<b>PRS Updated</b>		

## Appendix 6 – Request to Advertise Form Template

REQUEST TO ADVERTISE A VACANT POST

Section A to H : to be completed by the manager. All sections must be completed.

Section I: to be completed by the Corporate Director, Head of Service or nominated signatory.

### A/ POST DETAILS

DIRECTORATE & SERVICE:		SECTION:	
TEAM:		FUNCTION:	
POST TITLE:	POST NUMBER:	GRADE:	
DATE POST BECAME VACANT:	PREVIOUS POSTHOLDER:		
REGISTRATION REQ'D	<input type="checkbox"/> SSSC	<input type="checkbox"/> GTC	<input type="checkbox"/> N/A
DOES THE POST ATTRACT ANY ALLOWANCES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please provide details:			
IS THIS A POLITICALLY RESTRICTED POST	<input type="checkbox"/> YES <input type="checkbox"/> NO		
POST STATUS:	<input type="checkbox"/> Permanent		<input type="checkbox"/> Temporary/Fixed Term
If temporary, length of temporary appointment:			

### B/ FUNDING DETAILS (PLEASE ENSURE THAT FUNDING DETAILS ARE COMPLETE AS THIS REQUIRED FOR PAYROLL PURPOSES)

<input type="checkbox"/> Mainstream	Location Code:	Cost Code:	
<input type="checkbox"/> External Funding, <i>please specify</i>		Cost Code:	
<input type="checkbox"/> Joint Funding, <i>please specify</i>		Cost Code:	

If this post is to be funded by means of a partnership arrangement please email all relevant information to Human Resources (e.g. Logos)

### C/ WHY HAS THE POST BECOME VACANT?

<input type="checkbox"/> New substantive post	<input type="checkbox"/> Temporary Funding
<input type="checkbox"/> Temporary promotion of substantive post holder	<input type="checkbox"/> Temporary transfer of substantive post holder
<input type="checkbox"/> Cover for maternity leave	<input type="checkbox"/> Cover for long term sickness absence
<input type="checkbox"/> Additional workload	<input type="checkbox"/> Resignation/Dismissal of previous post holder
<input type="checkbox"/> Other, please specify:	

### D/ ADVERTISEMENT DETAILS

All posts will be advertised in the Internal Vacancy Bulletin (IVB). If you consider that the post should be advertised externally, please indicate the preferred publication. Please note, however, the final decision on where the post will be advertised will be taken by Human Resources in line with the Council's Recruitment & Selection Policy.

<input type="checkbox"/> Job Centre	<input type="checkbox"/> Glasgow Herald	<input type="checkbox"/> Daily Record
<input type="checkbox"/> Greenock Telegraph	<input type="checkbox"/> Other (Please specify) _____	

# Appendix 1

All posts that are advertised externally in the press will also be advertised on the Council's website.

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## E/FOR PROMOTED TEACHER POSTS WITHIN EDUCATION SERVICES/POSTS WHERE DUTIES HAVE CHANGED

---

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Approval has been received from the Job Sizing Co-ordinator/Job Evaluation Team to advertise this promoted post/post at the salary level stated on the attached documentation.

**OR**

Approval shall be sought retrospectively from the Job Sizing Co-ordinator/Job Evaluation Team and this promoted post/post shall be advertised "subject to Job Sizing".

Job Sizing Reference Number: (if applicable):

---

---

## F/ DISCLOSURE SCOTLAND

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Posts for which Enhanced Disclosures apply include those involving regular contact with children and/ or vulnerable adults. Posts for which Standard Disclosures apply include those involved in the administration of the law and those employed in certain other sensitive areas and professions. Please tick the level of disclosure required.

Not Applicable

Standard Disclosure

Enhanced Disclosure

---

---

## G/ CONTACT DETAILS FOR SHORTLEETING PURPOSES

---

---

Name:

Designation:

Telephone Number:

---

---

## H/ DOCUMENTATION REQUIRED WITH THIS FORM

---

---

## Appendix 1

On completion of the above sections, please **email** this form, along with the current job description, person specification and draft advert to your **Corporate Director, Head of Service or nominated signatory** for authorisation. On approval, the Corporate Director or Head of Service will forward to Human Resources for processing. **Human Resources will not accept emails from any individual not approved to authorise the advertising of vacant posts.**

As application forms, job descriptions and person specifications will now be available to applicants on the Council's website, it is essential that this form and all accompanying documents are submitted (via your Director) to Human Resources:

- **ELECTRONICALLY**
- In **MICROSOFT WORD** format
- and use the Council's **STANDARD TEMPLATE** for job descriptions and person specifications (available from e-link and Human Resources)

Please confirm that you have attached all the necessary documents by ticking the appropriate boxes:

- Job Description  
 Person Specification  
 Draft Advert

**Please ensure that it is the most up to date job description, person spec. If post to be regarded contact Job Evaluation Team.**

If you have any difficulties in submitting all the required documentation in the format specified, please contact Human Resources for advice.

**FAILURE TO SUBMIT ALL DOCUMENTATION IN THE FORMAT REQUIRED AND BY THE SUBMISSION DEADLINE SPECIFIED IN THE CURRENT ADVERTISING SCHEDULE WILL RESULT IN DELAYS IN ADVERTISING.**

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### **I/ TO BE COMPLETED BY THE CORPORATE DIRECTOR, HEAD OF SERVICE OR NOMINATED SIGNATORY**

---

---

Please give details of why is it considered essential to fill the post and what are the implications if left unfilled.

<b>Name:</b>		<b>Designation:</b>	
<b>This form, along with the job description, person specification, and draft advert should be emailed by the Corporate Director, Head of Service or nominated signatory to: <a href="mailto:recruitmentservices@inverclyde.gov.uk">recruitmentservices@inverclyde.gov.uk</a> by the submission deadline specified in the current Advertising Schedule.</b>			

***Local Government Employees:  
Job Evaluation: Maintenance of the Scheme  
Guideline for Reviewing Grades of Existing Jobs***

Version 0.1

Produced by:

*Policy Development Unit, Human Resources*

Inverclyde Council  
Municipal Buildings  
GREENOCK  
PA15 1LX



**INVERCLYDE COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

**THIS POLICY BOOKLET IS AVAILABLE ON REQUEST, IN LARGE PRINT, BRAILLE, ON  
AUDIOTAPE, OR CD.**

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## DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
Pamela Smith	OD Advisor	HR & OD

Change History		
Version	Date	Comments
0.1	April 09	
0.2	Oct 08	
0.3	Dec 08	

Distribution		
Name/ Title	Date	Comments

*Distribution may be made to others on request*

Policy Review		
Review Date	Person Responsible	Service
Dec 09	Pamela Smith	Human Resources

Document Control .....	2
1. Introduction .....	4
2. Aims .....	4
3. Scope .....	4
4. Achieving Aims.....	4
5. Review of Existing Job Grade - process.....	5
6. Funding .....	6
7. Notification and Timescales .....	6
8. Appeals Against New Gradings.....	7
9. Roles and Responsibilities in the Process.....	7
10. List of Appendices .....	8
7. Amending Existing Jobs Flow Chart.....	9
Appendix 1 - Job Description Template.....	10
Appendix 2 - Person Specification Template.....	11
Appendix 3 - Short Questionnaire Template .....	12
Appendix 4 - Request to Evaluate Template .....	15
Appendix 5 - Scheme of Delegation Form Template.....	16
Appendix 6 – Request to Advertise Form Template .....	20

## 1. Introduction

Following on from the initial Job Evaluation Programme which was implemented by the Council on 18<sup>th</sup> August 2008, it is necessary to ensure consistency with the programme where existing jobs are to be changed.

***This procedure seeks to provide Managers with guidance on what steps to follow when looking to change the grade of an existing job.***

## 2. Aims

- To ensure compliance with the Scottish Joint Councils (SJC) Job Evaluation Scheme;
- To ensure an auditable process for the grading of amended jobs;
- To ensure consistent application of the Job Evaluation Scheme through-out Inverclyde Council;
- To allow Services the scope to review any changes in jobs and alter salaries in accordance with the SJC scheme;

## 3. Scope

The SJC Job Evaluation scheme, at time of writing, is applicable to all jobs within Inverclyde Council, excluding, Craft Workers, Teachers, and Chief Officers.

This procedure is directed towards Managers with responsibility for jobs, as well as employees within Organisation Development & Human Resources who may be involved in the processes outlined below.

**This procedure is entirely separate from the Job Evaluations Appeals Procedure.**

## 4. Achieving Aims

In order to achieve the Aims outlined above, it is essential that:

- All existing jobs amended are in accordance with this procedure. Failure to adhere to this procedure could result in claims against the Council in relation to Equal Pay or related legislation;
- Managers have an awareness of the initial assessment of any jobs for which they have responsibility and remain familiar with the Job Evaluation Scheme;



- Managers stay up to date with any changes in jobs for which they have responsibility and discuss any key changes with a member of the Job Analyst team within Organisational Development and Human Resources;
- Managers are aware of the Rank Order of Jobs within their remit and consider this when seeking to amend any existing job;

## 5. Review of Existing Job Grade - process

Where a job becomes vacant then the Service should take the opportunity of reviewing the duties of the job, the hours of the job and any future changes in service delivery before proceeding to fill the job.

Where the duties of a vacant or filled job have changed the Service should consider the following before proceeding;

- Has the change to the duties of the job been significant or are they due to minor changes in procedures etc;
- Where the Service consider that the change is significant to request that the job be reviewed then they should commence the review procedures outlined below;
- Whether or not there will be any knock-on effects of any changes to neighbouring jobs;
- That re-evaluation of a job can result in a grade going down as well as up.

### **Review Procedure - Information Required;**

#### **Original & Revised Job Descriptions**

The Service should review the existing job description highlighting what duties have been deleted and including the revised duties that the job has been undertaking.

#### **Original & Revised Person Specifications**

Where the change in duties affect the level of qualification, experience, or any other factors that are included in the Person Specification then a revised Person Specification should be prepared showing what the changes are.

#### **Short Questionnaire**

To assist in the process of reviewing the grade the Service should complete the questionnaire.

#### **Service Structure Chart**

To assist the job analyst a copy of the service structure showing the hierarchy of the service and where the amended jobs fits in should also be supplied

**Following Receipt of Information Required:**

Once the information is supplied to Organisational Development and Human Resources, the job will be reviewed by a Job Analyst who will review all of the 13 Job Factors;

- Once the review has been completed, discussions will take place with the Service to ensure that all information has been submitted, where the job is placed within the existing Service structure and hierarchy;
- Services should also recognise that due to all 13 Job Factors being reviewed that it is not always the case that the grade for the job will increase;
- The date of the agreed new date will be the effective date;
- Where a change results in the grade for a job increasing or decreasing, the change and resulting payment will take effect from the date that the employee is notified by Organisational Development and Human Resources of the change;
- Placing on a higher grade will be as per the current conditions of service (Para 5.5.1);
- Where the grade for the job is lower than the existing grade then the employee will be placed on the increment point of the new grade which is closest to their existing salary, which will always be the top of the new grade.

**6. Funding**

All regradings will require to be funded by the Service.

Once a revised grade has been set the Service will require to confirm with Finance Services that the increased costs can be contained within the Services' current budget.

**7. Notification and Timescales**

Once all of the above steps have been completed the employee(s) concerned will be advised in writing by Organisational Development and Human Resources of the change to their current grade and any salary increase or decrease. In addition, the employee will be issued with the revised job description and person specification;

It is expected that following receipt of all required information an existing job will be regraded within a 12 week period.

## 8. Appeals against New Gradings

Where an employee does not agree with the new Grade awarded as a result of this process, they have the right to appeal. The appeal should be addressed to the Head of Organisational and Development and, if deemed to be admissible, will be heard by the Job Evaluation Appeals Panel in accordance with the Job Evaluation Appeals Procedure. Appeals made in these circumstances will not require to go through the pre-appeals process, they will be referred directly to the panel which will sit twice per year (dates to be agreed).

## 9. Roles and Responsibilities in the Process

The groups outlined below are key stakeholders in ensuring this process is implemented successfully and consistently;

### ***Managers***

The roles of managers, or their delegated representatives, mirror the requirements to Achieving Aims as outlined in Section 4.

### **Additionally, Managers will:**

- Create/Update Job Descriptions and Person Specs for amended jobs;
- Complete the Request to Evaluate Form and a Short Questionnaire to amend or renew a job;
- Meet with the Job Analyst Teams to discuss any other relevant information such as rank order/responsibilities;
- Complete Scheme of Delegation Forms once a grade for an amended job has been agreed;
- Complete Request to Advertise Forms and send to Organisational Development and Human Resources based on the agreed grade (should the Job require advertising).

### ***Organisational Development & Human Resources***

#### ***1. Job Analyst***

The Job Analyst Team will be responsible for the following:

- Providing guidance to Managers on Professional Qualifications/Career Yardsticks for relevant jobs;
- Responding to Request to Evaluate Forms as delegated by the Head of Organisational Development and Human Resources;

- Conducting initial Job Evaluations with managers based on Job Descriptions, Person Specs and Questionnaires;
- Meeting with Managers as necessary to gain all information required prior to recommending a grade for a job;
- Maintaining Audit Trail of all meetings/questionnaires and other documentation used in the process;
- Making recommendations to the Head of Organisational Development and Human Resources in relation to grades.
- Liaising with Human Resources' Admin to ensure all relevant changes are updated in the HR/Payroll system and to allow advertising of job.

## ***II. Head of Organisational Development and Human Resources***

The Head of Organisational Development and Human Resources, or delegated representative, will be responsible for the following:

- Reviewing all Request to Evaluate Forms and passing them to the Job Analyst Team Leader;
- Approving or Rejecting Recommended Grades from the Job Analyst Team
- Reviewing and Authorising Scheme of Delegation forms once a job has been graded or that appropriate committee approval has been obtained.

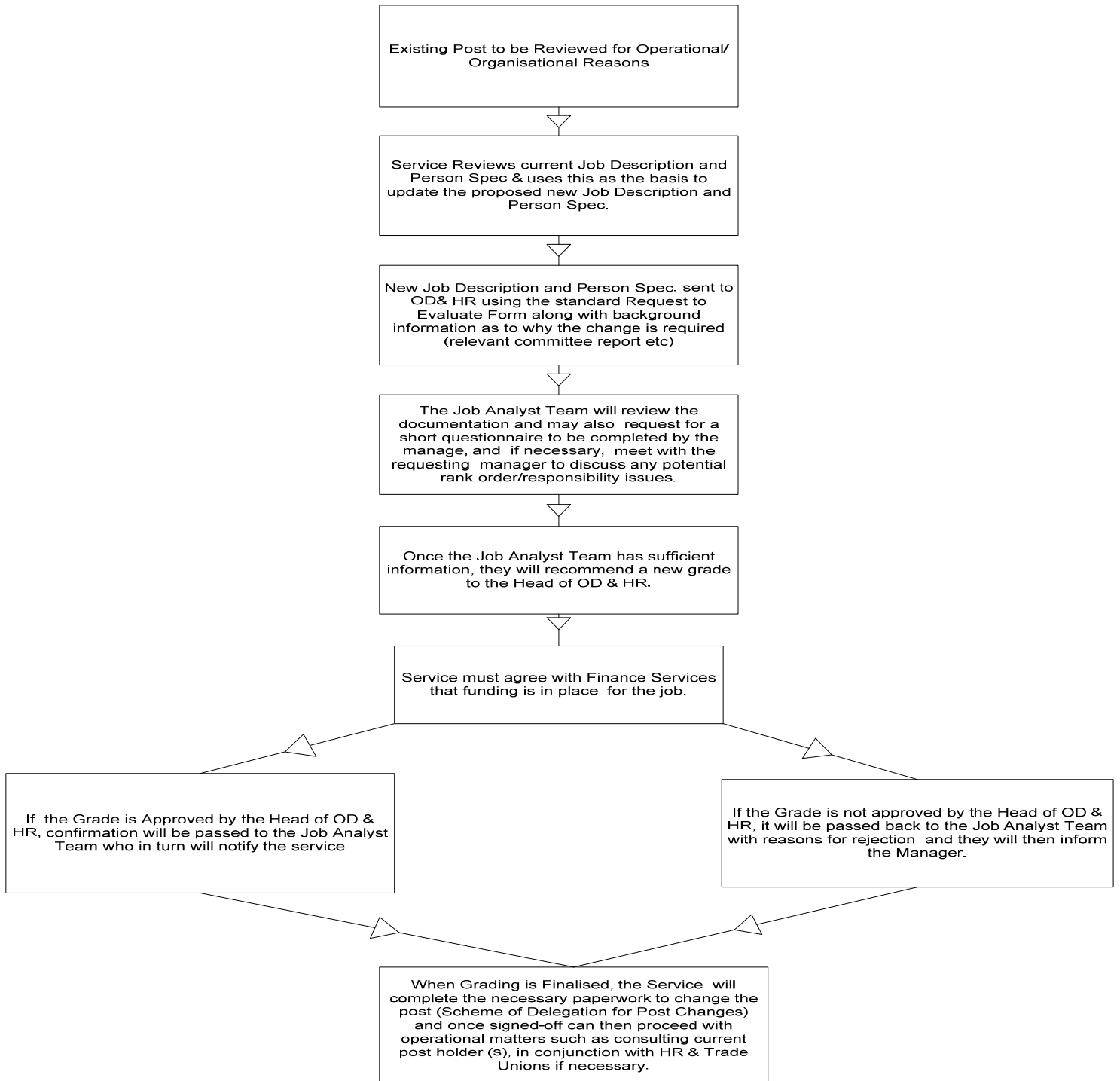
## ***III. Human Resources Admin Team***

Once the Scheme of Delegation form has been approved by the Head of Organisational Development and Human Resources, it will be passed to the Human Resources' Admin team to update relevant databases (i.e. HR/Payroll System, Replace old Job Descriptions and Person Specs). They will also arrange for any confirmation letters/contract changes to be sent to affected employees.

## **10. List of Appendices**

- Appendix 1 - Job Description Template
- Appendix 2 - Person Specification Template
- Appendix 3 - Short Questionnaire Template
- Appendix 4 - Request to Evaluate Template
- Appendix 5 - Scheme of Delegation Form Template
- Appendix 6 – Request to Advertise Form Template

# 11. Amending Existing Jobs Flow Chart



# Appendix 1 - Job Description Template

**JOB DESCRIPTION**

<b>Post Title:</b>	
<b>Post Number:</b>	
<b>Grade:</b>	
<b>Service:</b>	
<b>Section:</b>	
<b>Responsible to:</b>	
<b>Overall Purpose of the Job:</b>	
<b>Main Duties and Responsibilities</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	Any other duties and responsibilities as directed by line management.

Note: Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Council Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers.

Date Produced: \_\_\_\_\_

## Appendix 2 - Person Specification Template

PERSON SPECIFICATION		
<p>The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview.</p> <p><b>In developing job descriptions &amp; person specifications, the Council will have due regard to its commitment to equality &amp; diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.</b></p>		
POST TITLE:		
ATTRIBUTES	ESSENTIAL: The minimum acceptable level for safe and effective job performance	DESIRABLE: The attributes of the ideal candidate
ATTAINMENTS/EXPERIENCE 1.Educational (e.g. qualifications, membership of professional bodies)  2.Occupational (e.g. management experience)		
SKILLS & ABILITIES (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)		
SPECIAL APTITUDES (e.g. numerical skills, manual dexterity, driving licence)		
ANY ADDITIONAL JOB RELATED REQUIREMENTS <b>(e.g. ability to work irregular hours, shifts)</b>		
DISABLED APPLICANTS AND GUARANTEED INTERVIEWS		
Under the 'Double Tick' initiative, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.		

# Appendix 3 - Short Questionnaire Template

## INVERCLYDE COUNCIL – HUMAN RESOURCES

### Job Evaluation Exercise :

Please complete the following and return by email to the Job Evaluation Team.

Service:	
Post No:	
Employee Name/Vacant:	
Current Grade:	

### 1. Communication

**Informal advocacy duties:** (for example, dealing with external agency on a clients/employees behalf OR; representing Council's position at internal hearing OR; providing factual evidence at external hearing): **(Please tick where appropriate)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

**Formal advocacy duties:** (for example, representing the Council in a formal external location, such as inquiries or legal proceedings).

**(Please tick where appropriate)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

### 2. Responsibility for Employees

Does the post require the job holder to ensure the implementation of the Council's human resource policy, procedure and practice?

**(Please tick where appropriate)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

What job does the postholder report directly to:	
--	--

What job report directly to the postholder (include number of employees)	
--	--



**3. Financial Resources**

Which of the following amounts accurately reflects the total budget for which the job holder is wholly or partly responsible (***Tick one and state if primary or secondary responsibility***)

Small – up to £100,000	<input type="checkbox"/>	<input type="checkbox"/>
Considerable – over £100,000 up to £500,000	<input type="checkbox"/>	<input type="checkbox"/>
Large - over £500,000 up to £2.5 million	<input type="checkbox"/>	<input type="checkbox"/>
Very Large – over £2.5 million up to £10 million	<input type="checkbox"/>	<input type="checkbox"/>
Extremely large – over £10 million	<input type="checkbox"/>	<input type="checkbox"/>

**4. Knowledge**

With reference to the person specification:

Are any qualifications deemed essential for the post (fundamental requirement)  
***(Please tick where appropriate)***

<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
------------	--------------------------	-----------	--------------------------

What level of qualification is considered as essential (eg, National Certificate/Higher National Certificate/Degree etc)

<input type="text"/>
----------------------

What level of experience would the post holder require to demonstrate  
***(Please tick one box)***

Up to 5 years	<input type="checkbox"/>
More than 5 years	<input type="checkbox"/>
More than 7 years	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>


5./contd....

**5. Physical Resources**

Does the postholder have primary responsibility for:

A wide range of physical resources	
Tendering and procurement at service level	
Long term planning of physical resources	
Long term planning of information resources	

## Appendix 4 - Request to Evaluate Template

HR/JE/Request to Evaluate			
Request to Evaluate Post			
Please use this form to request the evaluation of either an existing post or a post which is to be newly created.			
<b>MANAGER &amp; POST DETAILS – To be Completed by Hiring Manager or Delegate.</b>			
<i>Name</i>		<i>Service</i>	
<i>Designation</i>		<i>Contact Number</i>	
<i>Newly Created Post (X)</i>		<i>Existing Post (X)</i>	
<i>Date Required By</i>		<i>Date Sent</i>	
<i>Proposed Post Title (if newly created post)</i>			
<i>Existing Post Title</i>			
<i>Updated Job Description &amp; Person Spec Attached (x)</i>			
<b>REASON FOR EVALUATION (Please provide a brief explanation)</b>			
<b>CONFIRMATION THAT POST TO BE EVALUATED – To be Completed by Head of Organisational Development &amp; Human Resources</b>			
<i>Approved (x)</i>			
<i>Declined (x)</i>			
<i>Signed</i>			
<i>Date</i>			
<b>Recommended Grade – To be Completed by the Job Analyst Team</b>			
<b>CONFIRMATION OF RECOMMENDED GRADE – To be Completed by the Head of Organisational Development &amp; Human Resources</b>			
<i>Recommended Grade Approved (x)</i>			
<i>Recommended Grade Rejected (x)</i>			
<i>Signed</i>			
<i>Date</i>			

## Appendix 5 - Scheme of Delegation Form Template

SCHEME OF DELEGATION  
CREATING AND AMENDING TEMPORARY POSTS (ALL GRADES)  
& PERMANENT POSTS GRADED BELOW GRADE J

### Instructions for Completion

This form should be completed by the Director or Head of Service wishing to: (i) make a request to create a new post; (ii) make a request to create an additional established post; or (iii) make a request to re-grade an established post, under the Council's Scheme of Delegation. The Scheme of Delegation allows the Head of Organisational Development and HR to create and amend all **temporary** posts. It also allows the creation and amendment of **permanent posts graded below Grade J** only. For permanent posts graded J and above, a report requires to be submitted to Best Value & Corporate Services Committee.

### A/ Nature of Request

<input type="checkbox"/>	Create a new post
<input type="checkbox"/>	Create an additional established post
<input type="checkbox"/>	Amend an established post

### B/ Post Details

	<u>Current Details</u> <u>(existing posts only)</u>	<u>New/ Amended Details</u>
Directorate		
Service:		
Section:		
Team		
Function		
Job Title:		
Post Number (s) (Existing posts only):		
Hours:		
Proposed Grade:		
Status (Perm or Temp):		
If new/ amended post is temporary, is the post:	<input type="checkbox"/> For a stated period (e.g. 1 year), please specify: <input type="checkbox"/> Until a certain date, please specify:	

What is the basis for proposed grade of the new/ amended post?	<input type="checkbox"/> Comparable post within the Council <input type="checkbox"/> Comparable post with other local authority <input type="checkbox"/> Other
	In all cases, please give details:

**C/ Reasons for Request**

--

**D/ List Additional Duties That Are Being Undertaken (Re-gradings only)**

--

**E/ Current Duties (Re-Gradings only)**

Will current duties be retained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes what percentage of existing work would this represent?	%	
If duties have changed who previously carried out these duties or are they new duties?		

**F/ Funding Details**

No. of posts affected/ required:	
Total Salary Costs (inc. employee on costs @ 25.9%):	£ (Costs should be calculated using medium point of grade)

How do you propose to fund the amendment/ creation of this post? E.g. can cost be contained within the Service budget, or is external funding available?			
Funding Source:		Budget Code:	
<input type="checkbox"/>	I confirm that availability of funding has been sought from Finance Services.		

*G/ Authorisation (Director or Head of Service)*

<b>Name</b> (please print):		<b>Designation:</b>			
<b>Signed:</b>		<b>Date:</b>		<b>Ext:</b>	

**HR USE ONLY**

New Grade Agreed:		
Total Costs (inc. employee on costs @ 25.9%)		
Funding Source:		
Payroll/ Administration Requirements		<input type="checkbox"/> New Contract <input type="checkbox"/> Change in Circumstance Letter <input type="checkbox"/> Payroll documentation
<b>Approved By:</b>	<b>Name (please print):</b>	.....
	<b>Designation:</b>	.....
	<b>Signed:</b>	.....
	<b>Date:</b>	.....

**AUTHORISATION FROM HEAD OF OD & HR**

<b>Signed:</b>	<b>Date:</b>
----------------	--------------

<input type="checkbox"/>	<b>Payroll Notified</b>	<b>Signed</b>	<b>Date</b>
--------------------------	-------------------------	---------------	-------------

<input type="checkbox"/>	<b>Letter sent to employee</b>		
<input type="checkbox"/>	<b>CHRIS21 Updated</b>		

## Appendix 6 – Request to Advertise Form Template

### REQUEST TO ADVERTISE A VACANT POST

Section A to H : to be completed by the manager. All sections must be completed.

Section I: to be completed by the Corporate Director, Head of Service or nominated signatory.

#### A/ POST DETAILS

DIRECTORATE & SERVICE:		SECTION:	
TEAM:		FUNCTION:	
POST TITLE:		POST NUMBER:	GRADE:
DATE POST BECAME VACANT:		PREVIOUS POSTHOLDER:	
REGISTRATION REQ'D	<input type="checkbox"/> SSSC	<input type="checkbox"/> GTC	<input type="checkbox"/> N/A
DOES THE POST ATTRACT ANY ALLOWANCES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please provide details:			
IS THIS A POLITICALLY RESTRICTED POST	<input type="checkbox"/> YES <input type="checkbox"/> NO		
POST STATUS:	<input type="checkbox"/> Permanent		<input type="checkbox"/> Temporary/Fixed Term
If temporary, length of temporary appointment:			

#### B/ FUNDING DETAILS (PLEASE ENSURE THAT FUNDING DETAILS ARE COMPLETE AS THIS REQUIRED FOR PAYROLL PURPOSES)

<input type="checkbox"/> Mainstream	Location Code:		Cost Code:	
<input type="checkbox"/> External Funding, <i>please specify</i>			Cost Code:	
<input type="checkbox"/> Joint Funding, <i>please specify</i>			Cost Code:	

If this post is to be funded by means of a partnership arrangement please email all relevant information to Human Resources (e.g. Logos)

#### C/ WHY HAS THE POST BECOME VACANT?

<input type="checkbox"/> New substantive post	<input type="checkbox"/> Temporary Funding
<input type="checkbox"/> Temporary promotion of substantive post holder	<input type="checkbox"/> Temporary transfer of substantive post holder
<input type="checkbox"/> Cover for maternity leave	<input type="checkbox"/> Cover for long term sickness absence
<input type="checkbox"/> Additional workload	<input type="checkbox"/> Resignation/Dismissal of previous post holder
<input type="checkbox"/> Other, please specify:	

#### D/ ADVERTISEMENT DETAILS

All posts will be advertised in the Internal Vacancy Bulletin (IVB). If you consider that the post should be advertised externally, please indicate the preferred publication. Please note, however, the final decision on where the post will be advertised will be taken by Human Resources in line with the Council's Recruitment & Selection Policy.

<input type="checkbox"/> Job Centre	<input type="checkbox"/> Glasgow Herald	<input type="checkbox"/> Daily Record
<input type="checkbox"/> Greenock Telegraph	<input type="checkbox"/> Other (Please specify) _____	

All posts that are advertised externally in the press will also be advertised on the Council's website.

#### E/FOR PROMOTED TEACHER POSTS WITHIN EDUCATION SERVICES/POSTS WHERE DUTIES HAVE CHANGED



Approval has been received from the Job Sizing Co-ordinator/Job Evaluation Team to advertise this promoted post/post at the salary level stated on the attached documentation.

OR

Approval shall be sought retrospectively from the Job Sizing Co-ordinator/Job Evaluation Team and this promoted post/post shall be advertised "subject to Job Sizing".

Job Sizing Reference Number: (if applicable):

#### F/ DISCLOSURE SCOTLAND

Posts for which Enhanced Disclosures apply include those involving regular contact with children and/ or vulnerable adults. Posts for which Standard Disclosures apply include those involved in the administration of the law and those employed in certain other sensitive areas and professions. Please tick the level of disclosure required.

Not Applicable

Standard Disclosure

Enhanced Disclosure

#### G/ CONTACT DETAILS FOR SHORTLEETING PURPOSES

Name:

Designation:

Telephone Number:

#### H/ DOCUMENTATION REQUIRED WITH THIS FORM

On completion of the above sections, please email this form, along with the current job description, person specification and draft advert to your Corporate Director, Head of Service or nominated signatory for authorisation. On approval, the Corporate Director or Head of Service will forward to Human Resources for processing. Human Resources will not accept emails from any individual not approved to authorise the advertising of vacant posts.

As application forms, job descriptions and person specifications will now be available to applicants on the Council's website, it is essential that this form and all accompanying documents are submitted (via your Director) to Human

Resources:

ELECTRONICALLY

In MICROSOFT WORD format

and use the Council's STANDARD TEMPLATE for job descriptions and person specifications (available from e-link and Human Resources)

Please confirm that you have attached all the necessary documents by ticking the appropriate boxes:

Job Description

Person Specification

Draft Advert

Please ensure that it is the most up to date job description, person spec. If post to be regarded contact Job Evaluation Team.

If you have any difficulties in submitting all the required documentation in the format specified, please contact Human Resources for advice.

FAILURE TO SUBMIT ALL DOCUMENTATION IN THE FORMAT REQUIRED AND BY THE SUBMISSION DEADLINE SPECIFIED IN THE CURRENT ADVERTISING SCHEDULE WILL RESULT IN DELAYS IN ADVERTISING.

#### I/ TO BE COMPLETED BY THE CORPORATE DIRECTOR, HEAD OF SERVICE OR NOMINATED SIGNATORY

Please give details of why it is considered essential to fill the post and what are the implications if left unfilled.

Name:		Designation:	
This form, along with the job description, person specification, and draft advert should be emailed by the Corporate Director, Head of Service or nominated signatory to: <a href="mailto:recruitmentservices@inverclyde.gov.uk">recruitmentservices@inverclyde.gov.uk</a> by the submission deadline specified in the current Advertising Schedule.			