

## **HERA Job Evaluation**

### **Allocation of Individual Role Profile**

#### **Frequently Asked Questions**

Please find below a list of frequently asked questions together with answers following communication of the outcome of the Matching Process to staff and which may be of interest to those staff with similar queries.

It is important to remember that the purpose of any job evaluation exercise is to assess the size, scope and demands of a post relative to other posts in the organisational structure. Job Evaluation is not a promotional exercise nor does it take account of an individual's performance or the amount of work that an individual does.

Q 1. I do not understand the Generic Role Profile which has been issued to me. How were they generated?

A. The University benchmarked through the HERA Job Evaluation system a large sample of posts across all staff categories to establish a framework against which all other posts could be matched. The Generic Role Profiles with the exception of those for academic and research staff categories which were developed at a national level and amended locally, have been generated from the HERA job evaluation system based on the outcomes of the benchmarking process. It is important to remember however that those Generic Role Profiles which have been generated from the HERA job evaluation system are not job descriptions but rather are expressed in behavioural terms. These outcomes illustrate the demands and responsibilities of the post in behavioural terms and that is why it may not be instantly recognisable to staff in terms of a normal job description.

Q2. The Generic Role Profile for my post contains a code e.g. UD,CP, etc. What does this refer to?

A. The code on the Generic Role Profile is a reference code for administrative purposes only and has no other significance.

Q 3. I have been issued with a Generic Role Profile for my post. In order for me to decide whether I should complete a Simplified Preparation Document, is it possible for me to have sight of other profiles?

A. The process agreed with the trade unions is that the Matching Panel will issue one profile for each post. Profiles for other posts cannot be issued. The Generic Role Profile issued should enable you to reach a decision as to whether or not it reflects the demands and responsibilities of the post held.

- Q 4. What if I do not agree with the Generic Role Profile issued for my post?
- A. As stated in the correspondence to all staff, if an individual feels that the profile which has been allocated to their post does not reflect the duties and responsibilities of the post, they may if they wish have their post assessed separately through completion of a Simplified Preparation Document (SPD). Details on completion and verification of the SPD are included in the correspondence containing your Generic Role Profile. It is important to remember that there are three possible outcomes of completing an SPD:
- i) The grade of the post remains unchanged.
  - ii) The post is down graded.
  - iii) The post is upgraded.
- Q 5. Do I have to complete all 14 elements on the Simplified Preparation Document (SPD)?
- A. Yes. The HERA job evaluation scheme is made up of 14 elements. You need to state clearly and concisely what you do as part of your daily work under each of the 14 HERA elements. In doing so, it is necessary to provide evidence, including actual examples of tasks undertaken. There may of course be some of the 14 HERA elements which are not applicable to the post and these should be highlighted by indicating 'N/A' against the relevant element. Unless the SPD is completed in this format, it will not be possible for it to be scored and your post will be allocated the grade attached to the Generic Role Profile assigned. The completed SPD must be verified by your line manager and returned to the Project Office by the cut off date stipulated in your letter.
- Q 6. I am going on holiday and / or my line manager is going on holiday. Can I have an extension to the return date for either the acceptance form or the Simplified Preparation Document (SPD)?
- A. Unfortunately due to the tight deadlines of the National Framework Agreement which stipulates that all Higher Education Institutions implement a new single column pay spine by 1<sup>st</sup> August 2006, extensions to the return date cannot be given. However, following the communication of grades and assimilation to the new single column pay spine, staff will have the opportunity to avail of the appeals process which has been jointly agreed with the trade unions. The appeals process is entirely separate from the process relating to completion of SPD's and will be open to all staff regardless of whether or not they submitted an SPD. Staff will receive simultaneous notification of their new grade and the agreed appeals process.

- Q 7. When will I be informed of my new grade and assimilation point?
- A. As agreed with the trade unions, all staff will be advised of their assimilation point and new grade once the Matching Process is completed for all staff categories. This will be communicated to all staff in August 2006 to facilitate the August payroll run and to meet the National Framework Agreement deadline.
- Q8. Where will I assimilate on the new single column pay spine? Do all staff assimilate to the bottom of the relevant new grade on the new pay spine?
- A. This will not necessarily be the case. The National Framework requires that staff assimilate to the new single column pay spine based on current salary. You will assimilate to a point equal to your current salary or if there is not an equivalent point, then to the next highest point.
- Q 9. Who can I contact in relation to the matching outcome decision?
- A. The following list of people may be able to help you with any specific query:

**PROJECT TEAM**

<b>Name</b>	<b>Ext.</b>	<b>E-mail</b>
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**TRADE UNION REPRESENTATIVES**

**UCU (formerly AUT)**

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