

Job Sizing Committee Terms of Reference

1. Objective

The objective of the Job Sizing Committee is to consider and recommend an equitable and objective job sizing outcome of all positions presented to the Committee.

2. Duties & Responsibilities

The role of the Job Sizing Committee is to consider all requests for Job Sizing from Heads of Departments / Schools / Functions and to recommend a grade for the role based on the Job Sizing Application Form submitted and also the Job Sizing Evaluation Report based on the Korn Ferry Hay Group system of Job Evaluation.

The Committee is responsible for overseeing the job sizing processes and in fulfilling its responsibilities will:

- maintain a comprehensive expertise of the job sizing methodology;
- ensure that an appropriate job sizing processes and practices is in-place;
- advise and provide oversight on any other matters related to job sizing;
- ensure it has sufficient information for informed decision-making;
- ensure the University's job sizing practices are in line with the Department of Education and Skills Guiding Principles for a Job Evaluation Schemes in the Higher Education Sector.

3. Confidentiality (Committee Members)

The Job Sizing Committee agrees that all matters relating to Job Sizing remain confidential to the Committee and information is not discussed, copied or disseminated outside of the Committee.

4. Composition of the Job Sizing Committee

The Job Sizing Committee Members will be comprised of the following:

- Nominee of the President (Chair)
- HR Representative
- ER Representative
- Unite Representative
- Finance Representative (Advisor on Funding and ECF)

The Committee Members are appointed by the University for a minimum term of three (3) years. Members may withdraw from the Committee at any time in writing.

The Director, Human Resources (HR) may co-opt other member(s) where it is felt that the co-opted member's professional expertise may enhance the quality of the committee's deliberations. The Director, HR may substitute or remove committee member(s) at any given time. The Director, HR will ensure that gender representative is maintained within the committee.

5. Conflict of Interest

The Job Sizing Committee Chair will ensure that there is no conflict of interest. Where a sizing application is perceived to present a conflict of interest for a member of the committee, that committee member will excuse themselves from the deliberations and a substitution will be sought. Committee members will not take part in the Job Sizing of their own role or in a role that they directly report to.

6. Committee Meetings

The Job Sizing Committee will meet bi-weekly for the purpose of sizing new and vacant jobs. A call out for Job Re-Sizing applications will be issued annually, following which the Committee will meet for the purpose of re-sizing an existing job with a current incumbent.

7. Committee Voting

The Job Sizing Committee Members will use its best endeavours to reach consensus agreement on all job sizing matters it considers.

In situations where the Committee is unable to achieve consensus agreement in relation to the sizing of a particular role, the Committee Chair will refer the post for sizing to the Director, HR for a final decision.

8. Agenda & Minutes of Meeting

Committee agendas for meetings will be set by the Job Sizing Committee Chair.

Minutes of meetings of the Committee shall be prepared and circulated by the Committee Chair to all members of the Committee within five working days of the meeting.

9. Job Sizing Outcome

The HR job sizing team will record the approvals agreed for job sizing applications on sharepoint JS site and email notification will issue to hiring manager/HOD/approvers, with the approved grade as per the outcome of the bi-weekly job sizing committee meeting.

The decision of the Committee is final. There is no appeal mechanism to the outcome of the decision.

10. Leadership

The Director, HR is the Executive sponsor of the Job Sizing Committee and will appoint the Committee and the Chair following a nomination of the President.

11. Committee Governance and Evaluation

The Director, HR will initiate a review of the Job Sizing Committee's Terms of Reference every 2 years in consultation with Committee Members, make amendments as required and publish.