

Job Sizing and Job Evaluation (Job Resizing) Frequently Asked Questions (FAQ's)

1. What is Job Sizing / Job Evaluation

The University has introduced a job sizing/job evaluation framework, based on an established Job Evaluation/Job Sizing method developed by Korn Ferry Hay Group (formerly known as the Hay Group). The Korn Ferry Hay Group system is a well tried and tested Job Evaluation/Job Sizing methodology.

Job Sizing/Job Evaluation is a process of job analysis, assessment and comparison, concerned with the demands of the job, such as the skills, qualifications, knowledge and understanding, experience and the responsibility required to carry out the job. It is a process that seeks to objectively measure the different elements of a job by attaching a score to each element, resulting in a total score for each job.

Job Sizing will take place in the following circumstances:

- When a **new role** is being created (temporary or permanent) with a duration of more than one year;
- Where a **vacancy** arises in a role that hasn't been re-sized in the last four years*;
- Where any changes are being made to an existing role that has become vacant*;
- There is a re-structuring or re-organisation of tasks and duties within a team/department/school **

*Roles that are temporarily filled to replace a substantive postholder will not be resized / evaluated while the substantive postholder is temporarily out of the post.

**This may apply to either or both Job Sizing and Job Evaluation situations.

How do I start a new job sizing application:

Please use the link [Here](#) to complete an online application

What do I need to need to attach to the application:

- Job Sizing Form (Word document only) [application form](#)
- Organisational Chart (Word or PDF)

How do I check the status of an application:

Please use the job sizing application tracker to see where the application is sitting for approval.

How long does job sizing take:

The job sizing committee meet bi weekly and the outcome will be communicated to all approvers within 5 working days of the meeting.

How often are the job sizing meetings:

Job sizing meeting are bi weekly on Wednesdays.

Only the role can be sized/evaluated, not the role holder.

2. What grades are encompassed under the job sizing / job evaluation framework?

For details of the grades encompassed by the framework please click [Here](#)

3. In what circumstances will Job Evaluation take place with a current incumbent in post?

In circumstances where the incumbent has served for four years in the post and the role has not been sized during that period.

4. What is the Job Sizing Process?

For full details of the Job Sizing Process please click [Here](#)

5. What is the Job Evaluation Process?

For full details of the Job Evaluation Process please click [Here](#)

6. Once the Job Evaluation Application Form has been approved by all relevant approvers who submits the approved application via the on-line portal.

7. How is a Job Evaluation Application Form completed?

An application for Job Evaluation is completed by using the online Job Sizing/Evaluation Application link which can be found [Here](#) and enclosing the following documentation:

- A current job description, completed in accordance with the University's [Guidance notes for Writing a Job Description to accompany a Job Sizing/Job Evaluation Application](#) and the University's Competency Framework for [Administrative](#), [Librarian](#) and [ITD](#) grades.
- A hierarchical organisational chart showing the existing role and its relationship to other roles in the Faculty/Department/School, including the grades for each post contained within (please do not include the names of role holders). If there are changes to other grades this also needs to be detailed.
- Online approval from the Dean/Head of Division that funding is available to cover any costs in the event the job is re-evaluated at a higher grade.

8. If there is no Job Description available for the role to be sized / evaluated to allow tracked changes what should accompany the Job Sizing / Evaluation Application Form?

If there is no Job Description available then a clean Job Description should be submitted and any changes to the role noted within the relevant sections contained within the Job Sizing / Evaluation Application Form (i.e. Section 2 – 1. Job Purpose - *For Existing Posts: In addition to the above detail the changes to the job purpose*)

9. The Behavioural Competency Frameworks only go up to the existing grade being sized / evaluated, what documents should be used to determine the competency levels beyond the grade?

In completing the Behavioural Competencies section of the Job Sizing / Evaluation Application Form and Job Description the existing competencies for the highest grade should be used and changes made to the text to indicate higher levels of responsibility.

10. What is the role of Joint Working Group (JWG)?

The Joint Working Group reviews the completeness of the job sizing / evaluation application before forwarding to Korn Ferry Hay. The JWG will seek further clarification or information from the line manager if deemed necessary. Members of the JWG do not evaluate the jobs, however the applications received are subject to verification where a sample of forms will be selected for enhanced review and validation via the line manager who signed off on the application in the first instance.

11. What is the role of Korn Ferry?

A team of qualified Korn Ferry Hay Group assessors will independently assess the Job Sizing/Evaluation Application Form using the Korn Ferry Hay Group system of Job Evaluation. On completion, the assessors will write an evaluation report, which they will forward to the Job Sizing Committee (JSC) for consideration.

12. What is the role and composition of the JSC?

The role of the Job Sizing Committee is to consider all requests for Job Sizing Applications approved by Line Managers/Heads of Departments/Schools/Functions and Dean/Head of Division and to recommend a grade for the role based on the Job Sizing/Evaluation Application Form submitted and the Job Evaluation Reports based on the Korn Ferry Hay Group system of Job Evaluation.

The Job Sizing Committee will comprise the following membership:

- Nominee of the President (Chair)
- HR Representative
- ER Representative
- Unite Representative (x2)
- Finance Representative (Advisor on Funding and ECF)

13. What may the Job Sizing Outcome be?

The Job Sizing outcome may result in an increase in the grade, a reduction in the grade or confirmation that the grade is at the appropriate level.

14. If a grade is sized a grade higher as a result of Job Evaluation how does this impact on pay?

Employees whose roles have been sized a grade higher following a call for Job Evaluation will be assimilated, based on the terms of conditions of Circular 08/2019, to the new higher upgraded salary scale.

15. If a grade is sized at a grade higher as a result of Job Evaluation how does this impact on Increment date?

If a grade is sized at a grade higher as a result of Job Evaluation, the Increment date changes to the anniversary of appointment, i.e. the date of the JE process outcome approval meeting by the JSC and per the terms and conditions of Circular 08/2019.

16. How will the Decision on the Job Evaluation Outcome be communicated?

The HR job sizing team will communicate the outcome to the line manager/Head of Department/School/Division. The current incumbent will be informed of the outcome by their line manager (for job evaluation only). The outcome will issue in writing from HR.

17. When will the re-sizing of the role come into effect?

The relevant meeting date, at which the JSC confirmed the decision of KornFerry on the sizing of the role, will be the date the sizing of the role comes into effect and the new increment date where the person moves to a higher grade following the JE process.

18. Is the decision of the JSC final?

Yes. The decision of the JSC is final. There is no appeal mechanism to the outcome of the Job Sizing Committee's decision.

19. Can the post be resized the following year?

No. Once a post has been evaluated, regardless of the outcome, it cannot be evaluated again for four years from the date of the Job Evaluation Committee meeting.