



Job Evaluation Guidance

Introduction

The purpose of Job Evaluation is to review new jobs or existing ones (where appropriate), to determine where jobs should be placed in our grading structure. This ensures fairness and consistency by evaluating all jobs against the same criteria, and ensures we offer equal pay for work of equal value across the whole of the University.

Hay Job Evaluation Process

The evaluation process measures the different elements of a job and produces an overall score. In every case it is the job that is evaluated not the person doing the job. The Central Academic Bodies and central activities of the University of London (the "central University") is currently using Hay Job Evaluation.

The Hay Job Evaluation system is widely used in the public and private sectors in Europe, North America and beyond. It is an analytical, factor-based scheme which measures the relative size of jobs within an organisation.

Hay methodology assesses each job by examining three main elements of job content which are common to all jobs to one extent or another:

1. Know How – the levels of knowledge, skill, and experience (gained through job experience, education, and training), planning & organising and communication & influencing which are required to perform the job successfully;
2. Problem Solving – the complexity of thinking required to perform the job when applying Know How;
3. Accountability – the impact the job has on the organisation and the constraints the job holder has on acting independently.

Reasons to request a Job Evaluation

- New role: arising from structural changes
- New role: arising from TUPE transfer
- Existing role: annual appraisal or increment date conversation re needs of role
- Existing role: significant changes in response to operational needs
- Existing role: vacant role requires re-evaluation prior to recruitment

All requests for Job Evaluation require SMG and financial approval before the job can be evaluated.

Where it is anticipated a job submitted for evaluation may come out as a higher grade, VCEG approval will be needed before the job can be evaluated. Please be advised seeking approval in advance does not guarantee that the role will be evaluated at a higher level.

Key principles of Job Evaluation

It is important to note an increase in the volume of work would not necessarily result in an increase in job size. Taking on additional duties or some supervisory duties may not result in a higher grade in some cases, as although the job may gain a higher score, this may not reach the required score to increase the grade.

Existing roles should only be evaluated once in a 12-month period unless the job is part of a restructure. In exceptional circumstances, a job may be reviewed where concerns around inconsistency are raised in regard to comparable jobs.

A request to evaluate a job should not be based on responsibilities and or elements of the job that will change in the future.

Things to remember when submitting a job for Evaluation

An evaluation cannot take place without the relevant approvals, the completed job evaluation form, an up-to-date job description and an organisation chart.

A job evaluation can result in the job grade increasing or decreasing. If this is the outcome, this could have an effect on your organisational structure as the roles directly above and below may need to be re- evaluated.

For further Information on Job Evaluation at the central University, please contact your HR Partner.

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