

Guidelines for Job Evaluation:

Purpose

The University is committed to an objective, fair and equitable approach to assessing the internal relativities of work performed. Job evaluation is the process used to determine the size of a professional position, relative to other internal professional positions using a systematic approach to assess the relative worth of each job, through the application of judgement.

Job evaluation is a job-centred, not person centred, approach. The methodology and systems used are about the work or position, not the person who is performing the work.

Internal relativities based on job evaluation will be recognised to the extent that job evaluation results determine which job evaluation band (sometimes referred to as level, or grade) a position is placed into.

Approach

The University uses the Strategic Pay Job Evaluation Methodology SP10 and Job Wise system, to evaluate the majority of professional positions across the organisation. SP10 and Job Wise are recognised and proven systems used throughout New Zealand across the private, public and not-for-profit sectors.

Job Evaluations can only be undertaken by trained evaluators who have undertaken the necessary training by Strategic Pay, and have been approved to evaluate positions internally using the SP10 methodology. These people are referred to, throughout this document, as the 'Job Evaluator'. Strategic Pay reserve the right to independently evaluate any job evaluation decision to maintain the integrity and validity of their system.

When are jobs to be evaluated?

1. Newly established;
2. When they have changed substantially (>20%) in content, responsibility and/or authority, to the extent that this could potentially alter the job evaluation points and the level into which the role was placed;
3. Any change to organisation design or structure must be notified to Human Resources so that, if necessary, a job evaluation can be arranged to ensure organisational design principles, internal relativities, span of control and accountability mapping continue to reflect best practice workforce design;

4. Any changes to jobs may have an impact on other jobs when there are changes to key tasks, responsibility and/or authority, so other affected jobs may also require review.
5. The University has a “Job Matching” tool the remuneration team have developed which will assist in comparing old and new position descriptions. Your HR Advisor can assist with this.

How is a job evaluation request made?

Any change in job size could potentially have implications on the incumbents, organisation design and potential costs, therefore a ‘one up’ approval process applies before an evaluation will be undertaken.

1. The line manager must make the initial request and supply the following:
 - a. The new position description completed on the University position description template;
 - b. The old position description (unless the position is newly established);
 - c. The organisational structure, including the line manager, all roles within this manager’s span of control and direct reports (if any) which report into the position to be evaluated.
2. The attached form includes the one-up approval. The completed form, together with all other information requested, should be emailed to the HR Advisor/HR Manager for the portfolio;
3. In the case of Faculty generic positions these will need to be submitted to the Faculty CoP for approval.
4. The Job Evaluator and/or Manager Remuneration and Rewards may contact the manager directly with any further questions.

Potential outcomes of any job evaluation exercise?

1. There are **three** potential outcomes from a Job Evaluation Request:
 - a. No change to job evaluation band;
 - b. The job evaluation band increases;
 - c. The job evaluation band decreases.

2. In all cases the line manager requesting the Job Evaluation Exercise will receive formal notification of the outcome from the Job Evaluator / Remuneration team.
3. The line manager will be advised of the potential implications on any employees as a result of any change in outcome, along with the HR Advisor/HR Manager.

What happens if a line manager or individual does not agree with the outcome?

Job evaluation is an iterative process that is dependent on obtaining the right information and communication between all parties, line manager, individual(s), job evaluator and HR Advisory with the purpose of obtaining a sound understanding of the work performed.

1. In some cases this could be a market remuneration problem rather than the job size. Talk to us and ensure we understand any concerns or challenges you have had either sourcing or retaining skilled talent up front, we have options to help.
2. A case to appeal the Job Evaluation outcome can be made by an employee via their line manager to HR Advisory. This request needs to state why the job evaluation band is incorrect and why. To assist with gathering the relevant facts about the job use the University SP10 Job Evaluation Questionnaire. The Job Evaluator will complete a full SP10 Evaluation, which may include requesting further information and/or meeting with the individual/manager concerned to investigate if the Job Evaluation outcome will result in a change in band. Once a decision is made the Job Evaluator will inform both the manager and individual of the outcome.
3. If agreement cannot be reached the Manager Remuneration and Rewards will, in conjunction with the Associate Director HR Advisory, make a final decision and inform the parties.

NB: There is an appeal process against the job evaluation band in which a position has been placed where the job description used for the evaluation was inaccurate. HR Advisory can provide advice to line managers on the circumstances under which this will apply. Refer to clause E2.2 of the Professional Staff CA September 2017 - August 2019.

4. If there is still disagreement, the Manager Remuneration and Rewards will request approval from the Associate Director, HR Advisory to forward the relevant position information to Strategic Pay for a final independent decision. This will be charged to the respective Faculty / Division.
5. Once the formal written evaluation outcome is received from Strategic Pay the issue will be closed and the Job Outcome confirmed to all parties along with a copy of Strategic Pay's Job Evaluation letter.

Document management and control

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