



## **ARRANGEMENTS FOR CARRYING OUT A JOB CONTENT REVIEW UNDER THE JOB EVALUATION SCHEME**

### **Introduction**

1. This section sets out those circumstances under which a job content review may be undertaken using the City of London Corporation's job evaluation scheme and the arrangements that will apply in doing so.

### **Job Content Review**

2. Changes in the systems, procedures or organisation may result in alterations to the content of existing jobs. A review may be initiated when the following circumstances apply:
  - The change is major and intended to last for more than six months. Minor changes in procedure and special arrangements made to cope with a temporary situation, or for training and development purposes, do not constitute grounds for a review.
  - The changes have been fully implemented and are in operation. Requests for review based solely on the grounds of changes in the volume of work cannot be considered.

### **Initiation of Review**

3. The Head of Department or the jobholder may initiate a Change in Job Content Review.

#### *Review requested by the Head of Department*

4. Where the Head of Department believes there to be a case for a review, the following steps will be taken:
  - The Head of Department (or nominated representative) and jobholder will discuss the current job description to identify changes in job duties and responsibilities
  - The Head of Department will notify the Corporate Director of HR:
    - The specific changes in the job content that have occurred since the previous evaluation was agreed
    - Details of any other jobs affected by the changes in job duties and responsibilities



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### *Review requested by jobholder*

5. Where the job holder believes there to be a case for review, the following steps will be taken:
  - The job holder should discuss the case with his/her line manager
  - If, after discussion with the line manager, the job holder still feels there to be a case, the line manager will arrange an interview with the Head of Department (or nominated representative). The interview will be attended by the job holder, the line manager and, if the jobholder wishes, a Union representative or other City Corporation Employee. During the discussion, the jobholder should make the case for a review.
  - Should the job holder still wish to proceed, then the Head of Department (or nominated representative) will prepare a written statement detailing:
    - The job holder's views on the changes in the job content that have taken place since the previous evaluation was agreed
    - The Head of Department's (or nominated representative's) comments on those views
    - Details of any other jobs affected by the changes in job duties and responsibilities
  - The Head of Department (or nominated representative) will pass copies of the statement to the Corporate Director of HR and the jobholder.

**Note:** The Town Clerk may also initiate a review for any post covered by the job evaluation scheme.

### **Review Procedure**

6. The following procedures will apply to changed jobs:
  - An appropriate member of the JE team will decide whether the statement constitutes a prima facie case for a Change in Job Content Review. Where the statement is unclear clarification from the Head of Department and job holder will be obtained in order that a decision can be made.



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- If no case is found to exist, the JE team member will inform the job holder and the Head of Department (or nominated representative) accordingly.
- If a case for review is found to exist, the JE team member will arrange for completion of a job evaluation questionnaire by the job holder
- Upon receipt of the completed questionnaire, countersigned by the line manager and Head of Department (or nominated representative) the JE team member will ensure its completeness, accuracy and clarity for evaluation purposes. An assessment/re-assessment of the post will then be undertaken

### **Appeals Procedure**

7. Heads of Departments/Job holders who are not satisfied with the assessment/re-assessment shall have the right to appeal.  
Following an appeal a job will either:

- Be down graded
- Remain the same grade
- Be upgraded

The decision of the appeals panel is final and will be conveyed in writing to the appellant.

### **Lodging an Appeal**

8. In the event of the job holder not being satisfied with the assessment/re-assessment, the JE team must be informed of the lodging of an appeal within three weeks of the review result.
9. An appeal may be lodged on the grounds of dissatisfaction with:
- The final grading of a new job
  - The result of the re-assessment of a changed job
  - The result of the evaluation of a post as a consequence of an overall review of a department or a group of posts within a department

### **Composition of Appeals Panel – Senior Management Posts (Grade H and above)**

- 10 The appeals panel will comprise of the following:
- 1 x Chief Officer from a department other than that in which the post is based, who will chair the panel.



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- A Senior Management Representative.
  - The Corporate Director of HR (or a nominated representative), who will advise the panel on procedural matters.
11. The appeals panel will receive both written and oral representations from the appellant (or their representative\*) and the Job Evaluation Officer. The appropriate Chief Officer (or nominated representative) will also attend the appeal hearing to comment on factual matters relating to the role of the post.

### **Composition of Appeals Panel – All Other Posts**

12. The appeals panel will comprise of the following:
- A Chief Officer from a department other than that in which the post is based, who will chair the panel.
  - The Corporate Director of HR (or a nominated representative).
  - The regional officer of the appropriate recognised trade union (Unite (Amicus) or GMB).
13. The appeals panel will receive both written and oral representations from the appellant (or their nominated representative\*) and the Job Evaluation Officer. The appropriate Chief Officer (or nominated representative) will also attend the hearing to comment on factual matters relating to the role of the post.

\* A union representative or a City Corporation employee.