

## **HAY Job Evaluation policy and procedure**

This policy can be made available in other languages and formats such as large print and audio on [request](#).

### **What is it?**

Job Evaluation is the means by which jobs are assessed against a number of criteria to ensure that all elements of the role are considered, resulting in them being given a score and grade.

In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.

The Hay scheme is used to evaluate senior manager jobs within the council.

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### **Who does it apply to?**

The Hay job evaluation scheme for Wiltshire Council applies to senior management and some lead professional or strategic/technical specialist jobs within the council, subject to the criteria for an evaluation using the Hay scheme being met.

### **When does it not apply?**

The GLPC job evaluation scheme is used to evaluate the majority of other roles within the council.

A small number of jobs i.e. Teachers, Youth and Community workers and Soulbury staff are covered by national terms and conditions, and the evaluation schemes do not apply.

## What are the main points?

### HAY criteria

1. Your manager should first assess whether the post meets the criteria for evaluation using the Hay job evaluation scheme. Criteria includes:
  - The post must require a full professional qualification or equivalent and/or require significant relevant experience.
  - The post must manage a significant council function or major service and/or have a substantial cross council impact as the technical/strategic specialist in a major discipline.
  - The post must place a large amount of emphasis on achieving results through people and be accountable for the development of new approaches to delivery of service and/or the resolution of new complex problems.
  - For heads of service, the post must report directly to a corporate director or associate director.
  - In the case of strategic specialists or technical specialists, these posts may report to a large head of service role

The Head of HR&OD has the discretion to relax the criteria relating to the reporting line, where all other criteria are met. In essence this means that Hay grading is restricted to 4<sup>th</sup> tier and above, but exceptionally could apply below.

### HAY role profiles

2. There are 2 pay scales for HAY graded posts as follows:

Pay Scale	Grade	Post Title
Leadership	L1	Corporate Director
	L2	Associate Director
	L3	Large Head of Service
	L4	Head of Service
Specialist	S1	Strategic Specialist
	S2	Technical Specialist

There are 6 role profiles for HAY grades which outline the level of work required at the grade. The role profile will form the basis of the role and a role description is required to sit alongside the role profile

detailing the specific duties, accountabilities, and knowledge and skills requirement of the individual job.

If the job meets the HAY criteria, your manager should select the appropriate role profile based upon the duties and scope of the job. Your manager should complete a short role description to sit alongside the role profile, with specific details relating to the job.

Your manager should agree the content with you and arrange for sign off by the relevant corporate director.

Once complete and approved, your manager should forward the role profile and completed role description to HR who will arrange for the job to be evaluated at a HAY job evaluation panel.

3. If the job evaluation panel are satisfied that the job meets the criteria for HAY posts, the content of the role description will be evaluated against the selected role profile. The panel will evaluate the post using the Hay job evaluation scheme.

### **Job Evaluation process**

5. The evaluation of the job is carried out by a panel of three HAY trained evaluators.
6. The HAY method of job evaluation breaks down job content into three [hay core elements](#) common to all jobs. These elements are further sub-divided and scored by reference to a continuous scale of ascending points with descriptions attached.
7. The role of the Hay job evaluation panel is to consider each sub-element, using the JEQ and any further available information, and apply the description and points that best fits the job being evaluated. Once this process is complete the values are added together to give the total job score.
8. The Hay evaluation method is hierarchical and uses step differences between the evaluations of different posts. The panel will carry out a [Step Difference Check](#) to ensure the score is consistent with other jobs in the same hierarchy of jobs.
9. HR will inform the manager of the points score and grade for the job normally within 2 weeks of the manager submitting the role.

### **Moderation**

10. The council aims to ensure that the pay scales for Hay posts are sensitive to labour market pressures. Pay scales for Hay graded posts are assessed periodically to ensure that they remain competitive. This assessment is conducted using the Hay Group Ltd. databank of pay rates for organisations in the public and not for profit sector.

### **Roles and responsibilities**

#### Employee responsibilities

11. Ensure that you have read and understood the Hay job evaluation scheme.

#### Line manager responsibilities

12. Ensure that role descriptions are carefully and fully completed in line with the guidelines and fully match the level required of the role profile. A change in role description must be completed and submitted to HR for evaluation within 8 weeks of the change to the job.
13. Communicate the results of the evaluation to employees clearly.
14. Complete change forms promptly and send them to the HR payroll administration team.
15. Ensure paperwork is forwarded to HR.

#### HR responsibilities

16. Work with managers to ensure they have fully understood and correctly selected a role profile and completed the role description sufficiently for evaluation.
17. Ensure paperwork is forwarded to the JE administrator as soon as possible.
18. The JE administrator will book jobs onto a panel and ensure paperwork is circulated a week in advance.
19. The JE administrator will communicate the results to HR promptly after the panel.

### **Frequently asked questions**

#### **20. How is my job evaluated?**

Your manager will select an appropriate level of role profile and complete a role description to sit alongside this which details the

specific duties of the job, the accountabilities, and the knowledge and skills requirement. This information is then assessed against the factor levels of the Hay job evaluation scheme by a panel of trained evaluators.

**21. Who completed the JEQ for my job?**

The role description would have been completed by your manager and agreed with the post holder at the time (if that was not you). Your manager would have then selected an appropriate role profile which outlines the level and scope of the role. The information contained within it is regarded as a fair and accurate statement of the job content. You can request a copy of the role profile and role description from your manager.

**22. Can I know the identity of the panel members who evaluated my job?**

No. The evaluations are carried out by trained evaluators in HR and verified by the Hay group externally.

**23. My job has changed since the original role description was completed. Can it be re-evaluated?**

If the job has changed significantly your manager will need to submit a new role description , and should agree the content with you.

**24. Am I able to see a breakdown of the results of my job?**

Once the results are back your manager will go through them with you.

**25. Can I look at the results compared with other roles?**

The results are available on line at [Hay Points Ranges](#).

**26. As a manager or an employee, am I able to challenge the results?**

Where necessary (i.e. where an evaluation result is challenged, or the role requires moderation), Hay job evaluations are referred to the Hay Group for moderation.

**27. I am about to start a job which is new to Wiltshire Council. What if the job does not develop in line with the role profile and role description?**

If you are the first jobholder in a new job, you are entitled to a review of the role description with your manager after 6 months in the job. Any significant difference can be submitted for re-evaluation.

**28. What is the process if I am on a hay graded post and I act up into a vacant hay graded post or take on some additional duties?**

If you act up into a vacant hay post you will receive the difference in pay between your substantive post and the bottom increment of the post you are acting up into.

There is no mechanism for awarding additional increments or moving up a grade if some additional duties are undertaken temporarily. There are only 6 grades in the hay scheme, 2 of which apply to associate directors and corporate directors. There is therefore a significant difference in the level of duties and responsibilities between the grades which would mean the employee would have to take on the whole of a different job in order for an increase to apply.

**Definitions**

Hay Job Evaluation - methodology used by many corporates and organisations to map out their job roles in the context of the organisational structure.

GLPC - The Greater London Provincial Council scheme

**Equal Opportunities**

This policy has been Equality Impact Assessed to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in (link to equal opps guidance)

**Legislation**

This policy has been reviewed by the legal department to ensure compliance with (the above legislation and) our statutory duties.

**Further advice and information**

There are a number of related policies and procedures that you should be aware of including:

For further information please speak to your supervisor, manager, service director or contact your HR adviser.

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