



Grading of Roles

Overview

The salary structure for staff will be derived from a single salary spine divided into an 8 grade salary scale developed from the local application of the recommended National Pay Modernisation Framework agreement and the implementation of the Higher Education Role Analysis (HERA) framework within the University. The salary values of each spine point will be determined by the University having cognisance of national negotiations and pay settlement for the HE sector. The purpose of this document is to ensure that the grading of posts follows a fair, consistent and equitable process.

All posts within the University, with the exception of, for example, senior management, apprentices, graduate trainees and graduate tutors, will be assigned to specific grades based on an assessment of the role by means of the application of Higher Education Role Analysis (HERA) scheme of role evaluation.

- The application of HERA will apply to new roles and the re-evaluation of roles
- Members of staff who are dissatisfied with the outcome of an evaluation of their own post will have a right to have his/her case reviewed.

Evaluation of New Posts or Changing an Existing Role

Using the standard format, Faculty Pro Vice-Chancellors/Directors should submit a role description and person specification to their Human Resources Manager (HRM) for evaluation. The role description and person specification will then be assessed by a designated HR Department role analyst to other standard HERA role specifications to establish parity with a particular grade. Where a comparator cannot be found the differing features of the new role will be explored in more detail with the relevant manager. If necessary, a revised role description and person specification will be agreed and compared to standard HERA role specifications.

Where no direct comparison with a standard HERA role description can be established an evaluation of the post will be made against the criteria of the HERA Elements by completing a [HERA Role Analysis form](#) (see Guidance Notes tab).

The HRM will assess, evaluate, and benchmark where possible, the Role and Person Specification and assign a grade. The information and data will be verified by an Independent Role Analyst (IRA) within the HR department. The HRM and IRA will agree the final grade to be assigned to the post and pass to the HERA administrator to ensure that process is consistent with the application of HERA and in line with other grades across the University. The HRM will notify the Faculty Pro Vice-Chancellor/Director of the outcome and discuss the reasons for the decision.

If a Faculty Pro Vice-Chancellor/Director is dissatisfied with the outcome of the grading exercise they can request a re-examination of the role. Such a re-examination can only be requested where the Faculty Pro Vice-Chancellor/Director is able to:

- Produce further evidence to support aspects of the described role, and/or
- Highlight areas which are considered as having not been given sufficient weight in the HRM/IRA grading assessment.

Based on discussions with the Faculty Pro Vice-Chancellor/Director, and any documentation provided, the HRM/IRA will re-consider the previous decision. The conclusions reached as the result of this re-consideration will be final. The Faculty Pro Vice-Chancellor/Director will be notified accordingly.

Requesting a Re-Evaluation of a Post

A colleague must notify his/her manager in writing that they consider that the duties and responsibilities of their post are no longer reflected in the grade and therefore they wish to have the post re-evaluated. Where the manager agrees with the colleague they should refer to the 'Process for the Evaluation of a New or Changing an Existing Role'. If the manager does not agree to the request the colleague should register the re-evaluation request with the HR Department.

On receipt of this notification the re-evaluation request will be held on the register until either 1st April or 1st October, whichever is the sooner. Following the colleagues registration they must complete and forward a [Role Holder Statement](#) to the HR Department (see 'Guidance Notes').

On the operative date all registered re-evaluation requests will be delegated to appropriate HR Department analyst. Each designated analyst will arrange, if necessary, a role analysis discussion. Following the role analysis discussion with the post holder the analyst will, if necessary, produce an amended version of the [Role Holder Statement](#). The amended statement will be sent to the post holder to obtain their agreement that it represents a fair reflection of their role. After which the post holder will be requested to pass it to their manager for validation.

Any differences in opinion between staff and manager regarding the changed duties should be resolved in discussion between the two parties. Where disagreements persist these should be noted on the statement. On receipt of the signed and verified statement the analyst will conduct a scoring exercise by assessing the statement against the HERA criteria.

The HRM will evaluate the Role Holder Statement, assign a grade and a benchmark profile (where applicable). The evaluation will be verified by an Independent Role Analyst (IRA) within the HR department. The HRM and IRA will agree the final grade to be assigned to the post and pass to the HERA administrator to ensure that process is consistent with the application of HERA and in line with other grades across the University. The HRM will notify the Faculty Pro Vice-Chancellor/Director of the outcome and discuss the reasons for the decision following which the colleague will be notified of the outcome. The role description will be updated by the line manager to reflect the new duties and responsibilities.

Where a colleague is not satisfied with the evaluation decision they may seek a review of the outcome by completing and submitting the Review form and presenting his/her case to an [Review form](#). The Panel is made up of trained representatives from management and the union.

Guidance Notes

Guidance Notes for a Manager's Request for HERA Role Analysis

These notes are designed to give additional information and help to those managers submitting a request to have a role re-evaluated that is either a:

- New Posts for Evaluation – where the post does not fit to any existing role profile
- Re-evaluation of Vacant Post – where prior to recruitment the duties and responsibilities are significantly revised.
- Re-evaluation of Existing Post – where managers have significantly expanded a role or plan to expand a role in the near future.

The overall aim of the form is to gather specific information about the role.

You should concentrate on providing evidence of additional skills and responsibilities than those already credited in the existing role profile. This will help the analyst to identify and explore elements of the role that perhaps meet elements within a profile at a higher level.

The HERA scheme consists of 14 different sections or elements. We have provided examples under each element to help you to consider how they affect the role.

There may be some elements that are not applicable to the role; this is because the HERA scheme is designed to evaluate all staff categories in Higher Education.

When completing the form it is important to remember that the HERA scheme is to assess the University's requirements for the role and not an individual's performance in post.

Guidance Notes for a Member of Staff's Request for HERA Role analysis

These notes are designed to give additional information and help to those members of staff submitting a request to have his/her role re-evaluated.

The overall aim of the form is to gather specific information about your role.

You should concentrate on providing evidence of additional skills and responsibilities than those already credited in your existing role profile. This will help the analyst to identify and explore elements of your role that perhaps meet elements within a profile at a higher level.

The HERA scheme consists of 14 different sections or elements. We have provided examples under each element to help you to consider how they affect your role.

There may be some elements that are not applicable to your role; this is because the HERA scheme is designed to evaluate all staff categories in Higher Education.

When completing the form it is important to remember that the HERA scheme is to assess the University's requirements for the role. If you have skills, knowledge and experience that are not required in the role, these should not be included in the analysis.

Note – Progression from Lecturer to Senior Lecturer is managed under the [Incremental Progression from Lecturer to Senior Lecturer Policy](#), and will not usually be considered as a re-evaluation request under this Policy.

Timeline for Re-evaluation

The timeline for the re-evaluation procedure is as follows:

Week 1	The request for re-evaluation is allocated to a University Role Analyst
Week 2 - 7	The Analyst reviews, analyses and scores the role
Week 8 - 10	The scoring of all roles under re-evaluation are validated by a second analyst and verified by the HERA administrator to ensure consistency
Week 11 - 12	Managers are notified of the outcome of the process including any change to the grade following the re-evaluation
Week 14	Individuals are notified of the outcome of the process including any change to the grade following the re-evaluation
Week 15 - 18	Reviews to be lodged with the Human Resources Department (HERA Administrator)
Week 21	Review Hearings
Week 22	The outcome of the Review is notified to the individual and their manager.

Review

When completing the [Review Form](#) it is important to focus on the responsibilities within each of the elements that you feel have not been recognised in your individual role profile.

If you feel an area of your original HERA submission has been misinterpreted, you should make this clear on this form.

It is important that the Review Panel understand your role therefore it should not be assumed that the Panel are familiar with acronyms or other technical or role specific terms.

It is important to be concise and to provide an example to endorse your reasons. You should have adequate space within the given sections of this form to explain your reasons.

In order to aid completion of this form, it is often useful to match each element of your individual profile to the elements of the benchmark profile(s) to which you feel best fits your role. This will indicate to you possible areas for further clarification on the Review Form and/or areas for clearer explanation during your presentation to the Review Panel.

This Policy was reviewed in July 2022