

# Job Evaluation

## 1. The Purpose

This policy and the associated procedure ensures that the Forestry Commission operates a fair and consistent job evaluation system to enable posts to be correctly graded. Job evaluation has a key role in maintaining grading standards and underpins the Forestry Commission's pay structure.

## 2. The Principles

The principles of this policy are to:

- provide a mechanism to ensure that jobs are fairly and consistently graded throughout the Forestry Commission;
- maintain the credibility of the FC's pay structure; and
- protect the Forestry Commission against potential equal pay claims.

## 3. The Policy

The application of a job evaluation methodology in the Forestry Commission complies with Cabinet Office best practice guidance and is applied to posts below the Senior Staff Group excluding posts in Forest Research covered by Research promotion procedures.

Country Directors, Chief Executives and Directors Silvan House/Business Units have authority, within budgetary constraints, to create or dispense with posts or to allocate posts to a different Pay Band. This applies to posts up to and including Pay Band 1.

The Forestry Commission uses a system known as Job Evaluation and Grading Support [JEGS]. JEGS is an analytical, job evaluation methodology, which provides a systematic and consistent means of evaluating posts. The Forestry Commission amalgamated its industrial and non-industrial workforce in 2000 and as a result adapted JEGS to accommodate the unified structure. The customised system is known as FCJEGS which is used to evaluate posts up to and including Pay Band 1. The main stages of the job evaluation process which are further explained in the associated procedure are:

- Collect evidence;
- Analysis;
- Quality assurance;
- Report recommendation to Senior Manager;

- Decision by Senior Manager; and
- Senior Manager informs post holder and Staff Inspector.

### 3.1 Your Responsibilities as an Employee

You are expected to:

- make yourself aware of and understand this policy and associated procedure; and
- fully participate in the job evaluation process when required;
- complete the Job Analysis Form by providing information at all relevant sections;
- ask your line manager for support in completing the Job Analysis Form;
- ensure that the timescale for completing the Job Analysis Form is adhered to.

### 3.2 Your Responsibilities as a Manager

You are expected to:

- make sure that you and your team are aware of and understand this policy and associated procedure;
- ensure that grading standards as described in the Grading Guidance are applied and adhered to when jobs are created, redesigned or developed;
- support your staff in the job evaluation process when required;
- ensure that the timescale for completing the Job Analysis Form is adhered to;
- ensure that a decision is reached and the post holder is informed within 4 weeks of you being notified by the Staff Inspector of the job evaluation recommendation;
- inform the Staff Inspector of your decision within 4 weeks of receiving the job evaluation recommendation.

### 3.3 Human Resources Responsibilities

Human Resources have responsibility for:

- giving advice and guidance on the application of this policy and its procedure;
- advising managers on grading of new, redesign or developed posts or groups of posts;
- processing job evaluation requests efficiently;
- providing advice and guidance to managers and employees involved in the job evaluation process;
- processing promotion payments effectively as a result of regrading recommendations; and
- monitoring and reviewing this policy and associated procedure in consultation with the Forestry Commission Trade Unions.