

Job Evaluation Policy

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Introduction

1.0 The Higher Education Role Analysis scheme (HERA) is a job evaluation system which has been designed to analyse all roles in higher education. The system produces a total points score which is used to assess the relative value of roles in a consistent and equitable manner. Scores are then used to assign roles to appropriate grades or bands in the salary structure.

Scope

- 2.0 All Support and Academic Related roles will be evaluated using HERA to establish the correct grading. A range of locally agreed profiles derived from the National Library of Academic Profiles are also available to which Academic and Research staff are matched. Associate Lecturer roles also have a locally agreed profile, to which they are matched.
- 2.1 In addition to the HERA process, Senior Academic-Related roles are graded using Willis Towers Watson. Roles are allocated by job evaluation to one of five salary bands. Progression within band is by assessment of performance.
- 2.2 Professorial staff are allocated on a personal basis to one of three professorial pay bands. Progression within and between bands is based on performance review.
- 2.3 For all senior staff, the Remuneration Committee of Council oversees the review process.

Salary scales and bands for all grades are published on the People Services Intranet site.

Aim

3.0 The HERA scheme is designed to ensure that the University maintains the principles of equal pay for work of equal value. It is not designed to address matters such as market pay, payment for additional duties and responsibilities, or individual merit payments.

Responsibility of managers

4.0 It is the responsibility of Heads of Units to ensure that all Support and Academic Related and Senior Academic related staff have a role that has been through the HERA job evaluation process and has been matched to an associated grade. Academic and Research staff should be matched to the relevant academic grade according to the role they are expected to carry out.

4.1 Where necessary, the line manager (Senior Academic-Related, Academic-Related and Support staff roles only) should take the necessary action, as detailed in the Job Evaluation Procedure, to put forward new roles for grading to People Services. They can also put forward a case to request a re-evaluation and subsequent allocation of a benchmark at a higher grade for a member of staff whose role has developed to a point at which the current benchmark is no longer applicable.

Responsibility of employees

5.0 Employees have a responsibility to carry out the duties set out in their job description as agreed by the line manager, and to attain the competencies required to perform them at a satisfactory level.

Guidance

6.0 Guidance and related forms are available on the People Services Intranet. The People Services Hub can provide further assistance and advice on job evaluation and the completion of forms.

Useful references

Job Evaluation Procedure

HERA Job Evaluation – Frequently Asked Questions

HERA Role Outline Form

HERA Glossary of Terms

Overview of HERA Job Evaluation Process

Version Number 10 – effective from 24 January 2024. **Summary of revisions:** formatting and branding update; removal of EDI statement.