



JOINT MANAGEMENT SIDE AND INDUSTRIAL TRADE UNION SIDE COMMUNICATION

INDUSTRIAL PAY AND GRADING REVIEW – JOB EVALUATION EXERCISE

TO: **ALL NICS INDUSTRIAL STAFF**

DATE: **6 SEPTEMBER**

Management and Industrial Trade Union (ITUS) sides of the Central Joint Coordinating Council (CJCC) agreed last year to undertake a review of Industrial pay and grading arrangements, which will be conducted within the overall NICS comprehensive pay and grading review.

The review is now well underway, with the initial focus on two main areas - the introduction of a job evaluation methodology for Industrial grades and the examination of current bonuses and allowances paid to Industrial staff.

In terms of job evaluation, both sides have agreed the use of a job evaluation system known as Industrial JEGS. We are about to begin a job evaluation exercise of Industrial posts, which will be conducted by NICS job evaluation analysts. Terms of reference, agreed by both sides, setting out how the exercise will be conducted are attached at Annex A.

The objective of the exercise is to evaluate Industrial posts in the NICS in order to provide each post, or group of posts, with a job weight. Evaluations will be carried out by trained, experienced job evaluation analysts. The results of the review will be used to provide a firm foundation upon which to base negotiations and decisions relating to the pay and grading review of Industrial staff.

Not everyone in an Industrial post will have their post reviewed. A random sample will be selected to ensure that posts which undertake different work activities are included in the exercise. You may or may not be selected depending on the random sampling selection but your job type will be captured.

For those selected, the review will only be seeking to gather information about your post and not about you as a person. There is absolutely no question of your performance in the job being considered by this review. You will be invited to attend a briefing session where the job evaluation analysts will provide you with details of the process and provide you with guidance on the completion of job analysis questionnaires, which will be used by the analysts to assist them in evaluating posts.

Management will begin to make contact with staff selected as part of the sample group within the next few weeks to arrange briefing sessions. If your post is chosen you will be advised in the near future.

We are asking you to support us in this process. This is an important piece of work and staff will be allowed time to attend briefing sessions, complete job questionnaires and attend follow up meetings with job evaluation analysts. Support and guidance on completion of job questionnaires will be available from the job evaluation analysts to assist post holders and line managers in this task.

2013 Pay Award

The 2013 pay award for Industrial staff was due from 1 August 2013. Industrial Trade Union Side has recently submitted a pay claim which Management Side is considering in light of the current government cap on public sector pay increases. Both sides will be engaging within the coming weeks on this issue.

Updates on the review's progress and the 2013 pay award will be issued to staff on a regular basis and will be available on the DFP pay website www.dfpni.gov.uk/pay



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TERMS OF REFERENCE

Job Evaluation Review of Industrial Grades in Northern Ireland Civil Service

1. Background

- 1.1 Management and Trade Union Sides of the Central Joint Consultative Committee have agreed to conduct a job evaluation review of Industrial posts within the NICS. The results of the review will be used to provide a firm foundation upon which to base negotiations and decisions relating to the pay and grading review of Industrial staff.
- 1.2 The review will be conducted by job evaluation analysts drawn from NICS departments and will be led and project managed by Corporate HR.

2. Objective

- 2.1 The objective of the review is to evaluate Industrial posts in the NICS in order to provide each post, or group of posts, with a job weight. This will be done in line with Cabinet Office best practice, and using the Industrial Job Evaluation and Grading Support system.

3. Approach to the Project

- 3.1 The approach to the review will be as follows: -
 - Identification of sample representation of Industrial posts in all relevant Departments;
 - Communication to all Industrial staff and managers and to those selected as part of the sample to explain the aims and purpose of the review;
 - Delivery of briefing sessions with sample group to explain how to complete job analysis questionnaires (JAQs) and to address any issues and concerns;
 - Issue of JAQs and associated Guidance Notes to staff included in the review;
 - Completion and return of JAQs by staff;
 - Interviewing staff, by job evaluation analysts, to check understanding and gain further information, based on the completed JAQs;
 - Drafting of job profiles by job evaluation analysts and the issue of the draft job profiles to staff;

- Staff and Line Managers agree, sign-off and return job profiles;
 - Initial evaluation of job profiles using Industrial JEGS by job evaluation analyst;
 - Final score determined by moderation panel;
 - Quality assurance of job weight scores;
 - Issue of a written report providing grade evaluation results for all sampled posts.
- 3.2 The score for each post evaluated will be made available on request to the post holder following the evaluation and moderation of all posts included in the Review.
- 3.3 A request to review an evaluation decision, based on specific grounds, can be made in writing to Corporate HR by the post holder within two months of the post holder being advised of the evaluation score for their post.
- 3.4 The grounds for a review are where there may have been a failure of process, where significant new information or significant aspects of the post have not been taken into account, where the post holder can demonstrate that the job analyst incorrectly applied the evaluation criteria using the Industrial JEGS system, or where some form of discrimination has occurred in the way the evaluation was conducted. Corporate HR will advise the post holder of the appeals process in writing.

4. Communications Approach

- 4.1 The agreed terms of reference and a jointly agreed communication by Management and Industrial Trade Union Side will be issued to all Industrial staff and managers at the outset of the review setting out the purpose, rationale and timing of the project.
- 4.2 A further, more specific communication will be issued to those staff occupying posts identified as part of the sampled group and their line managers prior to the briefing sessions and job analysis questionnaire workshops.

5. Timing and Resourcing of the Project

- 5.1 It is expected that the review report will be available within three months of commencement of the project. The project will be led by Corporate HR with grading evaluations conducted by experienced job evaluation experts drawn from across NICS departments.
- 5.2 It is planned to start the review in September 2013.
- 5.3 All timings are based on staff availability and are subject to change.

The terms of reference for this project have been agreed jointly by Management and Industrial Trade Union Side.

6 SEPTEMBER 2013