

Feature

Job Evaluation Exercise

Now that a set of 'benchmark' roles has been selected for the University's job evaluation exercise, Role Analysts are starting to approach members of staff of all types across the campus. But who are they and why are they asking so many questions? In this issue of UniLife we turn the tables, and ask the team to answer some of your most pressing queries.

The Role Analysts

The 11 Role Analysts - some active Trade Union members - are drawn from a variety of roles across the University, and have undergone extensive training in role analysis and evaluation. They are managed by HERA Project Manager Sue Field

					
<p>Sue Field Sue works full-time on the HERA project, co-ordinating the work of the Role Analysts. She has an MSc in Psychology and 15 years' HR experience in the higher education sector.</p>	<p>Shane O'Toole Shane is a Human Resources Officer currently working full time on the Role Analyst team.</p>	<p>Judith Clayton A Special Projects Manager in Human Resources, Judith was previously Personnel Manager and then Director of Personnel for UMIST, and has particular experience of job evaluation for all support staff groups.</p>	<p>Clare Turton Clare graduated in Psychology and Sociology, and normally works as the Administrative Assistant for the Human Resources Project Team.</p>	<p>Liz Davenport Liz is an Experimental Officer in the School of Chemical Engineering and Analytical Science, nominated by AMICUS to work part-time on the HERA project.</p>	<p>Bev Brown Bev was nominated by Unison to be seconded from her role as a Research Secretary in the School of Physics and Astronomy. She is the Branch's Equal Opportunities Officer and a Steward in the EPS Faculty.</p>
					
<p>Fiona Coll Fiona is Human Resources Officer in the Faculty of Medical & Human Sciences, and volunteered to be involved in the HERA process on a part-time basis.</p>	<p>Heather Franco Heather normally manages the book shop in the Whitworth Art Gallery but currently works full-time on the Role Analyst</p>	<p>Nick Ritchie Nick has been a technician in Biomolecular Sciences since 1976, and has been an MSF Union departmental representative, chaired the UMIST MSF Branch and sat on many technicians' re-grading appeals panels.</p>	<p>Deborah Hamilton Deborah has worked as a Teaching Technician in Life Sciences for the last three years, and was nominated by Amicus to her part-time position as a Role Analyst.</p>	<p>Alan Kniveton Alan is an Electronics Technician in the School of Chemistry, and was nominated by AMICUS because of his experience using the 'blue book' grading system and familiarity with grading panels.</p>	<p>Andy Sutherland Andy is Senior System Support Officer in the School Of Chemistry, working part-time as a Role Analyst after being nominated by AMICUS.</p>

The Process:

1. A representational set of roles from across the University will be selected as 'benchmarks', for evaluation using the national Higher Education Role Analysis (HERA) scheme.
2. Selected members of staff working in these roles will be asked about their jobs, via a preliminary preparation form and an interview with a Role Analyst.
3. Your manager will be informed if your role has been selected as a benchmark, and will allocate time for you to prepare your responses. Trades Union representatives and Human Resources staff will also be available to help you.
4. The information collected about your role will be verified by someone senior to you who knows your job, usually your manager.
5. The information collected about each role will help provide a detailed picture of the levels and types of work existing in the University. This will contribute to the development of a new pay and grading structure which accurately reflects the objectives of the University, and rewards staff on the basis of their contribution to it.