



JOB DESCRIPTION

JOB TITLE: Hay Job Evaluation Advisor (HR)	DIRECTORATE: Corporate Services UNIT: Human Resources
POST NO: 3407	GRADE: Hay 7

1. JOB PURPOSE

- 1.1 To provide specialist advice and practical support to post holders and Managers on all aspects of Hay Job Evaluation, including departmental re-organisations and job description content and conducting job evaluations and/or appeals.
- 1.2 To support the implementation and application of the Hay analytical job evaluation scheme to achieve a consistent and fair means of assessing the relative level of jobs. To advise on appropriate grading and pay structures. Review the Hay grading structure for support staff posts to assess if it appropriately supports recruitment and retention. Conduct research and make recommendations for change to Senior/Principal Management.
- 1.3 To develop Hay Job Evaluation guidance and templates to aid support staff and managers with drafting job descriptions and to increase understanding of the process.

2. BACKGROUND

- 2.1 Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with fire stations and office locations in each area. It is a Combined Fire Authority, consisting of Members drawn from the above four authorities. Our Headquarters is based at Temple Back, Bristol, with Area Offices in Bristol, Bath, Weston-super-Mare, Yate and Lansdown.
- 2.2 This role is part of the HR Team providing specialist support and guidance on job design, job evaluation, job size, grading and pay.

3. MAIN DUTIES & RESPONSIBILITIES

- 3.1 Support the implementation and application of the Hay analytical job evaluation scheme within AF&RS, ensuring compliance with the Hay process, employment law on equal pay and equal value, and ensure it is applied consistently, fairly and objectively.
- 3.2 Draft, consult and implement job evaluation guidance to ensure the consistent and fair application of the Scheme.
- 3.3 Conduct a review of the current support staff pay and grading structure and identify issues related to recruitment, retention, job size, team grading structures and/or staff development pathways for specific posts or departments. Conduct research with comparative organisations to assess best practice and potential changes required to support the Services recruitment and retention objectives.
- 3.4 Make recommendations for change to the Senior Leadership Team including potential impact and costs. Implement changes to the pay and grading structure and ensure this is communicated to affected staff and stakeholders (Finance/Payroll/Unions etc).

- 3.5 Conduct analysis of local market rates for specific posts to assess appropriateness of market supplements and make appropriate recommendations to aid decision making.
- 3.6 Provide information, advice, guidance and training on the job evaluation scheme for managers, post holders and trade unions/representative bodies to develop understanding and confidence in the Scheme process and procedures.
- 3.7 Support job evaluation panel members and provide guidance to ensure consistency and fairness. Provide technical advice as necessary.
- 3.8 Audit job evaluations quarterly to check for consistency of application and interpretation, identifying any potential anomalies for investigation and resolution where necessary, to maintain the integrity of the Scheme.
- 3.9 Assist line managers and post-holders to draft and update job descriptions for all AF&RS posts for management approval.
- 3.10 Provide support and specialist advice to Senior/Line Managers on organisational change, departmental staffing structures and job design, to help achieve Service objectives efficiently and effectively whilst maintaining staff motivation, commitment and supporting recruitment and retention.
- 3.11 Contribute to the maintenance of accurate data on support staff posts/establishment and grades to support effective decision making and budget planning.
- 3.12 Maintain knowledge of developments and best practice relevant to this post, through links with professional bodies and by networking with colleagues in other Fire & Rescue Services and comparative public sector organisations.
- 3.13 Administer the Hay Evaluation appeals process to ensure fair reviews are conducted and outcomes are communicated.

General

- 3.14 You must be aware of Health and Safety Regulations in relation to duties and tasks being undertaken and report any situations or incidents that could be considered hazardous. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace or the public.
- 3.15 Ensure that, both in your dealings with other employees and with members of the public, you adhere to the Services Diversity, Inclusion, Cohesion and Equality policies.
- 3.16 Ensure that you perform all duties in accordance with the principles and requirements of the General Data Protection Regulations (GDPR).
- 3.17 Carry out such other duties as may reasonably be required in relation to a post of this nature, without prejudice to the right to seek a re-evaluation of the post.
- 3.18 This Job Description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

4. SUPERVISION AND WORK PLANNING

- 4.1 You will report to the HR Manager and will be expected to work on your own initiative, prioritising and managing your own workload. You will have regular contact with HR colleagues and Senior and Line Managers to ensure the provision of an effective HR Service.

5. QUALIFICATIONS AND EXPERIENCE

Essential

- Hay Job Evaluation Trained and substantial experience of conducting evaluations within a public sector organisation.
- Knowledge and experience of employment law and equal pay issues.
- Able to communicate effectively at all levels and deal with issues associated with the Hay evaluation process and outcomes
- Experience in conducting job evaluation research, analysing results and writing/presenting reports on outcomes and recommendations to Management.
- Ability to accurately calculate budget impact of Hay evaluation changes.
- Negotiation and consultative skills.
- Ability to maintain comprehensive and accurate records to support the Hay job evaluation process.
- Able to organise, plan and prioritise effectively, to set objectives and meet deadlines, and to work with minimal supervision.
- IT literate
- Adaptable with a flexible approach to work.

Desirable

- Experience of negotiating and consulting with trade unions or representative bodies.
- Experience of conducting workshops and training in Hay Job Evaluation.

6. SPECIAL NOTES

- 6.1 Human Resources deal with confidential and sensitive information, and it will be necessary for you to maintain confidentiality and ensure records and information are handled appropriately.
- 6.2 This post can be home based or at our Service Headquarters in Portishead. You will be required to attend meetings at our various sites as required to perform this role for which appropriate allowances will be made available.

<i>For the use of the Human Resources Unit only:</i> Date approved: February 2019 Date effective:	<i>To be signed by postholder:</i> Received: Date:
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