

Job Descriptions

Job Analysis and Job Evaluation for Ealing Schools

1. Introduction

1.1. Job Analysis is the process of producing a Job Description based on which employees carry out their allotted duties. The latter is then evaluated through a job evaluation process to produce a grade/salary. This process has a number of advantages for both employer and employee. The employee has a clear understanding of what is expected of them and how their job relates to those of their peers, subordinates and superiors. The job description also provides an important basis for appraisal, identification of training needs and supervision. This is especially important during a probationary period. The employer is provided with a rational basis on which to decide how much each job is worth and also achieves a degree of equity throughout the organisation on which to base decisions about pay.

1.2. The process of job analysis and evaluation will involve one or more people depending on a variety of factors but it is likely that some or all of the following:

- The current post holder if there is one
- The person who manages the post
- Principal contacts including those managed
- Human Resources

1.3. A coherent and consistently applied system of analysis and evaluation also ensures that all jobs are fairly assessed thus helping to preclude claims for equal pay. The correct application of the process is also an important feature of a well-established diversity policy.

1.4. The JE scheme adopted by Ealing Council is one devised by the Greater London Provincial Council (GLPC) in consultation with local government trade unions. There follows below guidance on how to carry out job analysis and how to write the ensuing job description.

1.5. An alternative to writing your own job descriptions is to select one of those which have already been prepared and evaluated on the EGFL. This has the distinct advantage of being a much quicker process than writing your own job descriptions from scratch and embarking on the process described above and below.

1.6. Assistance is available at any stage of the process from the Schools HR Consultancy Team:

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It will be helpful and ensure a speedier turn round if all the relevant documentation including the forms are sent by email

2. Job Analysis

2.1. This is the process whereby the essential elements of the job are identified systematically. You may choose to consider the essential elements of a new job or changes to an existing one by thinking about the job under some of the following headings:

- Job Title
- Classification
- Grade (preliminary view)
- Reporting structure
- Key tasks
- Qualifications (if any)
- Staff supervision
- Financial/asset management
- Planning
- Technical Requirements
- Interpersonal Skills
- Physical Skills
- I.T. Skills
- Mental Skills
- Knowledge
- Environment/physical factors

2.2. Once the essential elements of the job have been identified these can be converted into the list of duties which comprise the job description.

3 Job Descriptions

3.1. The duties should be transposed to the Job Description Form. It is this document upon which the evaluation will be based. The latter should be sent to the Schools HR Consultancy Team who will undertake the evaluation. The post holder, if there is one, should sign the job description. It is open to the manager responsible for writing the job description to give an indication of the grade which they seeking. The manager will be advised of the proposed grade for the job within 15 working days. The manager will confirm in writing that the grade is acceptable and adjustments will be made to the Establishment book where this is necessary.

3.2. Where there are line management responsibilities an organisation chart should accompany the proposed Job Description.

4. Reviews

4.1. It is good practice to review a new job description after six to nine months with the post holder to ensure that it still covers all of the relevant duties. Any changes should be mutually agreed, if possible.

4.2. The content of job descriptions should be mutually agreed between the post holder and the manager. Disagreements when they occur should be resolved informally whenever possible between the manager and employee. It is however for the relevant manager to decide finally on the contents of the job taking account of the needs of the service.