

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
Director of Human Resources

PERS(13)08



To: heads of departments and institutions, faculty board chairmen,
divisional secretaries, faculty board secretaries, departmental
administrators

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18 September 2013

cc: heads of division, HR Business Partners

Revisions to the grading and regrading procedures

The University's procedures for the grading and regrading of posts in grades 1-10 have been reviewed and substantially updated. The revised procedures come into effect immediately.

The revised procedures and associated guidance may be found at:

<https://www1.admin.ox.ac.uk/personnel/reward/jobeval/>

1. Action required of divisions and departments/faculties

Divisions and departments/faculties are asked to:

- note the revised procedures;
- book onto a briefing session, if they would find that helpful;
- draw the revised procedures to the attention of any line managers and staff who are involved in job design or considering seeking a regrading of their post; and
- note the revised procedures come into effect immediately and that any applications for regrading already received by Personnel Services will be dealt with under existing procedures.

2. Background

All posts in grades 1-10 are graded using the HERA scheme. This ensures that all staff are paid fairly for the work they carry out. Posts are graded before appointments are made and staff who think that their post has 'grown' in complexity and responsibility can apply for regrading. The post is then assessed using the HERA scheme to see if it should go up a grade. Posts in grades 1-5 have been assessed by volunteers from departments who sit on the regradings panel and posts in grades 6-10 have been assessed by graders in Personnel Services.

Personnel Services has recently undertaken a thorough review of the existing procedures for the grading and regrading of posts. This review was prompted by:

- feedback from staff and managers that the regrading form was unduly onerous and off-putting for those who wished to apply for a regrading;
- the need to promote efficiency in both the grading and regrading processes due to time-pressures on the Reward Team and colleagues in departments;



- an awareness that a review was overdue, given that the processes have been in place for seven years, and the need to ensure compliance with employment law and best practice.

Extensive consultation has taken place over the last six months with, among others, administrators, managers, staff, members of Personnel Services, the regradings panel, and trade union representatives. The feedback provided is reflected in the revised guidance.

3. The revised guidance

A number of documents outlining the new procedures in detail can be found at:

<https://www1.admin.ox.ac.uk/personnel/reward/jobeval/>. This includes the revised regrading form and supporting guidance. In summary:

- a large number of new generic job descriptions, for use in the preparation of job descriptions, has been developed in order to speed up the grading process and promote consistency between job descriptions - this library of 'generics' will grow over time;
- the regrading form has been substantially reduced in length, and the associated guidance rewritten;
- the regrading panel has been disbanded and regrading will be undertaken by graders within Personnel Services;
- the expertise of those on the former regrading panel, including that of union colleagues, will be utilised within a revised appeal process.

Briefings on the changes, including how to use generic job descriptions, will last for one hour and will take place at the following times:

23 September	9.30am	University Offices, Meeting Room 3
24 September	12.15pm	University Offices, Meeting Room 3
26 September	9.15am	University Offices, Meeting Room 3
30 September	9.15am	NDCLS meeting room, Level 4, Academic Block
3 October	4.00pm	NDCLS meeting room, Level 4, Academic Block
7 October	9.15am	University Offices, Meeting Room 3

If you would like to attend one of these briefings, please contact Daniel Oliver at Daniel.oliver@admin.ox.ac.uk or Jessica Hudson at Jessica.hudson@admin.ox.ac.uk. If you would like to attend a briefing, but are not available on those dates, please let Daniel know by email, as further dates will be arranged as required.

MR J DUXFIELD

Director of Human Resources.

For notice boards: YES.