



# Job Evaluation Coordinator

Cabinet Office, Office of Human Resources

EO / Pay Band 13

## What we do?

The Office of Human Resources (OHR) is a central service that is vital in supporting employees and leaders across multiple IOM Government functions.

OHR is transforming its structure, skills and resources to bring the Chief Minister's vision of a 'People First' organisation to life. We aim to create an OHR that truly supports our customers and our staff where everyone is given opportunities to develop, there is a positive atmosphere that values each person's contributions and successes and we deliver a service we can be proud of. We are looking for passionate individuals to help us achieve our vision, improve our services and enable people to reach their potential.

Our Objectives:

- Cultivate a performance-driven culture across the public service
- Remodel career development, talent management and succession strategies and Work towards becoming the Island's employer of choice

## What will you do?

In this crucial role within Job Evaluation (JE) you will report to and support the Senior Job Evaluation Manager / Adviser to deliver, coordinate and maintain, with a high degree of integrity, a number of Job Evaluation Schemes across various sets of terms and conditions.

Working in a small but busy team you will support colleagues and service users to establish the grade of roles prior to recruitment commencing or following a grading review request. You will be given opportunities for personal development and assist to build the skills, knowledge and reputation of the team having a valuable impact across OHR and the wider organisation.

You will be required to undertake mandatory training and various Job Evaluation training within 12 months of commencing the role being supported to achieve this. You will have the opportunity to make suggestions that will refine our existing procedures and support the implementation of such changes, attend relevant meetings with employees and managers to discuss new and existing job roles, and create and design content for the Job Evaluation webpage.

You will be responsible for coordinating and conducting job evaluations, analysing job descriptions, and determining the appropriate grade for roles, which may involve travelling to various sites across the island. You will support ongoing projects, handle a range of Job Evaluation enquiries, giving helpful advice and complete necessary administrative tasks such as; record submissions, conduct preliminary research, collate and disseminate information. Your insights will directly contribute to maintaining equity and supporting our commitment to a non-bias, fair and consistent approach to Job Evaluation for the Isle of Man Government.

## What does that involve?

- Provide advice to a range of stakeholders / union representatives, give guidance and obtain concise information in relation to all grading schemes
- Represent the OHR in a wide range of business related settings such as various internal/external meetings and refresher training sessions.
- Advise relevant parties of the outcome of reviews within required timeframes, communicating with staff at all levels ensuring a positive rapport

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- Coordinate grading panels/appeals, meetings and attend to assist Senior JE Manager and HR Business Partner Teams where requested.
- Writing and updating procedures, supporting the creation of new material/information and providing suggestions for improvements
- Collating information and evidence from a range of sources and maintain spreadsheets and relevant documentation that will be reviewed without bias to form sound rationales
- Draft business cases or other written reports such as Public Service Commission briefing papers and formulate factual overviews of requests (such as a specialist grade) that will be reviewed/approved by the line manager or other senior staff before being submitted
- Identify and extract essential information amongst minimal or vast amount of details
- Undertake research in relation to market rating of roles online and via various benchmarking surveys/reports/information, subject to analysis and record such findings
- Support newly trained staff in using and navigating various JEGS procedures/guidance
- Use Job Evaluation software and other systems e.g. JEGS and other manual systems to review roles, record scores ensuing relevant records are updated and maintained
- Review organisational structural reports to understand the potential impact of grade/bands across all areas of the organisation where required
- Provide updates, statistics and support the line manager on an ongoing basis on a variety of JE matters, identifying and raising issues and highlighting patterns and trends
- Assist with gathering training and guidance for JE Scheme procedures such as setting up training packs, coordinating trained evaluators and locating suitable venues
- Support recruiting managers in the creation of new and existing roles collecting and storing essential information and documentation within GDPR guidelines
- Undertake general administrative / office duties such as data management, storage, filling and scanning
- Manage and co-ordinate job matching, analysis, evaluation and review panels and administration of the Isle of Man Government Job Evaluation Schemes
- Undertake grading / banding review panels or audits in line with best practice
- Contribute and where appropriate lead on components of short-medium term Job Evaluation related projects which can include groups of staff transferring terms and conditions, review of existing structures, giving advice to all stakeholders.
- Interoperate and apply judgement when advising on the various JE procedures, make suggestions, contribute ideas to improve efficiency and effectiveness of services.
- Create letter templates, forms, and support creation of surveys, ensuring they meet the needs of the service users and fit within the available guidance/policies.
- Manage monthly reporting of Job Evaluations to support Business Partner Teams
- Develop an understanding of the wider implications of Job Evaluation across IoM Government
- Use own judgement to ensure all necessary documents / approvals are received and properly completed before progressing.
- Prioritise workload on a daily basis and make sudden adjustments where there are competing priorities such as urgent reviews or projects and organise activities and commitments to ensure deadlines are met within the relevant timeframes
- Work in accordance with all necessary department policies and procedures
- Be proactive and use initiative when gathering relevant information within the scope of the role, seeking guidance when it's essential, where there is conflicting information or contentious issues may be raised.
- Escalate complaints or urgent submissions to the Senior JE Manager as appropriate
- The job holder may be required to participate in recruitment and selection interview panels including: undertaking all associated duties in support of the recruitment and selection process.
- The job holder will undertake any other duties appropriate to the job and grade as directed by their Line Manager or Senior Management.
- There are currently no line management responsibilities, although you will support newly trained job evaluation analysts.
- The post holder does have delegated authority to authorise invoices and orders for OHR up to £2,000 per transaction and ensure orders / invoices are approved within financial delegations

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## Reporting

The job holder reports to the Senior Job Evaluation Adviser – Manager who is responsible as 'Reporting Officer' for the implementation of, and compliance with, any departmental provisions for Performance & Development. The post holder will be expected to contribute to their annual performance development review and interim performance reviews.

## General Scope

This job description is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This job description will be reviewed as necessary to reflect future requirements.

## Management Authority under relevant procedures:

The delegation of Management Authority for Officers graded at Executive Officer level within the Office of Human Resources has been granted by the Chief Officer and is to be exercised in respect of the staff within their individual span of control;

<b>Civil Service</b>	<b>Authority of post holder</b>
Disciplinary Procedure	Oral Warning
Capability Procedure	Oral Warning
Grievance Procedure	Stage 1

## Integrity

The post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain confidentiality in relation to the work of the Office of Human Resources and to uphold such confidences.

## Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of the Corporate Services Division.

## Competencies

<https://hr.gov.im/media/1010/pdr-competency-framework.pdf>

<b>In the Civil Service we value:</b>	<b>Competency Levels:</b>
Leading and Working Together	Level B
Communicating and Influencing	Level B
Achieving Results	Level B
Delivering a Quality Service	Level B
Changing and Learning	Level B
Showing Commitment and Resilience	Level B

## Person Specification

Attributes	Essential (E) or Desirable (D)	Method of Assessment
<p><b>Credibility</b></p> <ul style="list-style-type: none"> <li>• 5 GCSEs at Grade C or above</li> <li>• Willingness to undertake specific Job Evaluation Training, within 12 months of commencing the role</li> </ul>	<p>D</p> <p>E</p>	<p>CV</p> <p>Interview</p>
<p><b>Capability</b></p> <ul style="list-style-type: none"> <li>• Experience of working within an HR or similar office environment</li> <li>• Strong planning and organisation skills with the ability to priorities tasks and manage own time</li> <li>• Ability to work under minimal supervision</li> <li>• General understanding of Equality and Job Evaluation</li> <li>• Excellent written and oral communication skills and able to voice dissenting options with confidence in a constructive manner</li> <li>• Good attention to detail and accuracy</li> <li>• Good IT skills, proficient in Microsoft programmes (Word, Excel, PowerPoint)</li> <li>• Able to assimilate information quickly</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV</p> <p>CV/Interview</p> <p>Interview</p> <p>CV</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV</p> <p>CV/Interview</p>
<p><b>Character</b></p> <ul style="list-style-type: none"> <li>• Self-motivated, reliable and enthusiastic</li> <li>• Ability to handle conflicting priorities and stay calm under pressure</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Honest and able to share ideas</li> <li>• Be assertive and act professionally where challenged</li> <li>• Have a positive attitude and a balanced approach</li> <li>• Values evidence-based decision-making and manages expectations</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>Circumstances and Interests</b></p> <ul style="list-style-type: none"> <li>• Interested in Job Evaluation and Equal Pay</li> <li>• Ability to travel for meetings</li> <li>• Isle of Man Worker</li> </ul>	<p>D</p> <p>E</p> <p>D</p>	<p>Interview</p> <p>Pre-employment</p> <p>Checks</p> <p>Application</p>