

1. Background

There are occasional requests from Heads of Unit / Vice-Presidents to evaluate existing roles above the Senior Administrative IV Grade (or equivalent). By implication, the impact of an evaluation may involve a recommended revision of salary upwards.

Please note: The re-grading of existing posts has been suspended pending clarification of the Employment Control Framework.

New posts will be graded if approved by the BRC.

2. Scope

This policy applies to the evaluation of all new roles above SAO4 or the re-evaluation of an existing role at SAO4 or above.

3. Procedure Proposed Policy and Procedural Steps

Head of Unit / Vice-President will complete the evaluation form attached and submit it along with associated documentation such as a job description and organisation chart.

This should be submitted to the BRC for approval.

If the BRC approve the case, then the technical process can proceed. HR has adopted a well regarded evaluation methodology to assist in ensuring that a robust approach is taken in relation to the technical process (i.e. the evaluation itself). A number of HR staff have been trained in the methodology and can administer the methodology as required. Moreover, a quality assurance process is in place internally to ensure that the methodology is correctly administered (i.e. two staff evaluate the role and bring it for sign off to a director).

On occasion it may be determined by HR that a role will require external evaluation.

On completion of the technical evaluation process, the Head of Unit/Vice-President will be advised by HR of the outcome.

4. Approval Documentation

Job Grading and Evaluation of Senior Administrative Posts Authorisation Form available at : <http://www.ucd.ie/hr/forms>

Job Grading and Evaluation of Roles Above SAO4 Policy

5. Policy Revision History

Version	Date	Description	Author
2.0	March 2012	Policy Versioning Implemented	UCD HR