

Job Family Review Process

'Procedural Guidance for requesting a review of a Job Family'

Human Resources Department

1. Introduction

This document sets out the procedures which should be followed when requesting a review of a job family.

2. Scope

- 2.1. This procedure applies to all staff whose role is within the Technical Service (TS), Administrative, Professional and Managerial (APM), Operations and Facilities (O&F) or Research and Teaching (R&T) job family.
- 2.2. This procedure cannot be used for applying for re-grading or promotion. The focus of this procedure is on a review of a job family rather than a job family level. Please refer to the following web address for the re-grading and promotion procedures:

<http://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/>

3. Job Families

- 3.1. A job family is a detailed document containing:
 - descriptions of typical work activities undertaken within jobs of a particular kind (e.g. the Research and Teaching job family provides typical descriptors of work undertaken in roles involved in University research and/or teaching); and
 - details of the knowledge, skills and experience that are needed to undertake such work activities. Please do NOT refer to the number of years experience but please refer to the job family levels to help distinguish between and stipulate levels of experience required.
- 3.2. A job family is split into a number of levels (e.g. APM Level 1 – 7), and appropriate roles can be identified within the descriptors and requirements of one of the levels. For example, an Associate Professor role can be seen within the descriptors and requirements of Level 6 of the R&T job family. The levels within a job family provide a clear career pathway for staff within a particular job family.
- 3.3. The University has allocated the most appropriate job family to each of its roles. The University of Nottingham job families can be found at:
<http://www.nottingham.ac.uk/hr/guidesandsupport/jobfamiliesstaffgroupsandsummarystermsofconditions>

4. Job Family Review Process - Employee

The Job Family Review Process is summarised in Appendix 1.

- 4.1. Where an employee believes that their role should be within a different job family, they should discuss this with their Line Manager in the first instance.
- 4.2. The employee requesting a review of their job family should carefully consider the reasons for their request and consult the appropriate job families thoroughly. Reasons for a request of a review of a job family might include:
 - where a 'role' can be better identified using the descriptors in the same level of different job family; and
 - where the most appropriate career development structure for a role is better identified using the descriptors of a different job family.

- 4.3. If, after consulting their Line Manager, the employee still believes that their role should be in a different job family, they should consult their Head of School/Department. This may or may not be with their Line Manager, although the Head would normally consult the Line Manager for a view.
- 4.4. **Where the Head of School/Department agrees** with the employee requesting a change to a job family, he or she should contact the relevant HR Business Partner (HRBP). Where all three parties (HRBP, Head of School/Department and employee) agree to a change following reference to the appropriate job families, this change should then be administered. **No further reference to this procedure is necessary.**
- 4.5. **Where the Head of School/Department does not endorse a change in a job family**, he or she should contact the relevant HRBP. A Role Profile Form (RPF) for the job would normally then be produced and agreed with the employee, Line Manager and Head of School/Department. The RPF provides a detailed breakdown of the expectations within a role. A completed RPF may already be available from the Human Resources Department. However, for the majority of roles involved in the Research and Teaching Review, a new form will have to be produced.
- 4.6. The employee should then complete the first part of a Job Family Review Form (see Appendix 2). This part of the form allows the employee to detail the reasons for their request for a review of their family (see paragraph 4.2). The employee should then send the Job Family Review Form to the Head of School/Department to complete the second part of the form. This part of the form allows Heads of School/Department to detail their reasons for not endorsing a review of a job family.
- 4.7. Upon completing the Job Family Review Form, the Head of School/Department should provide the employee with a copy of the document (as well as retaining a copy themselves). The original Job Family Review Form (and RPF where completed) should be sent to the relevant HRBP by the Head of School/Department, who will review the details provided.
- 4.8. The relevant HRBP should ensure that there is enough detail on the Job Family Review Form. This may involve the HRBP gathering further information from the employee, and/or from the Head of School/Department and/or the Line Manager.
- 4.9. A Job Family Review Panel should then be arranged by HR Employment Services. This will normally consist of the HRBP (Chair), a Trade Union representative appropriate to each job family being considered and a University representative. Copies of the Job Family Review Form (and the RPF where available) should be sent to each of the panel members by the HRBP.
- 4.10. The HR Employment Services should then inform the Head of School/Department and the employee of the time, date and composition of the panel. The Head of School/Department and the employee should be given the option of attending the panel to provide further details.
- 4.11. The panel will:
 - consider the Job Family Review Form (and RPF where available), making reference to the appropriate job families,
 - consider the additional information provided by the Head of School/Department and/or the employee where they attend part of the panel, and
 - decide the correct job family.

HR Employment Services will inform the Head of School/Department and the employee of the decision within five working days of the Job Family Review Panel. Where there is to be a change in job family, formal notification will be sent to the employee.

- 4.12. The decision of the panel is final.

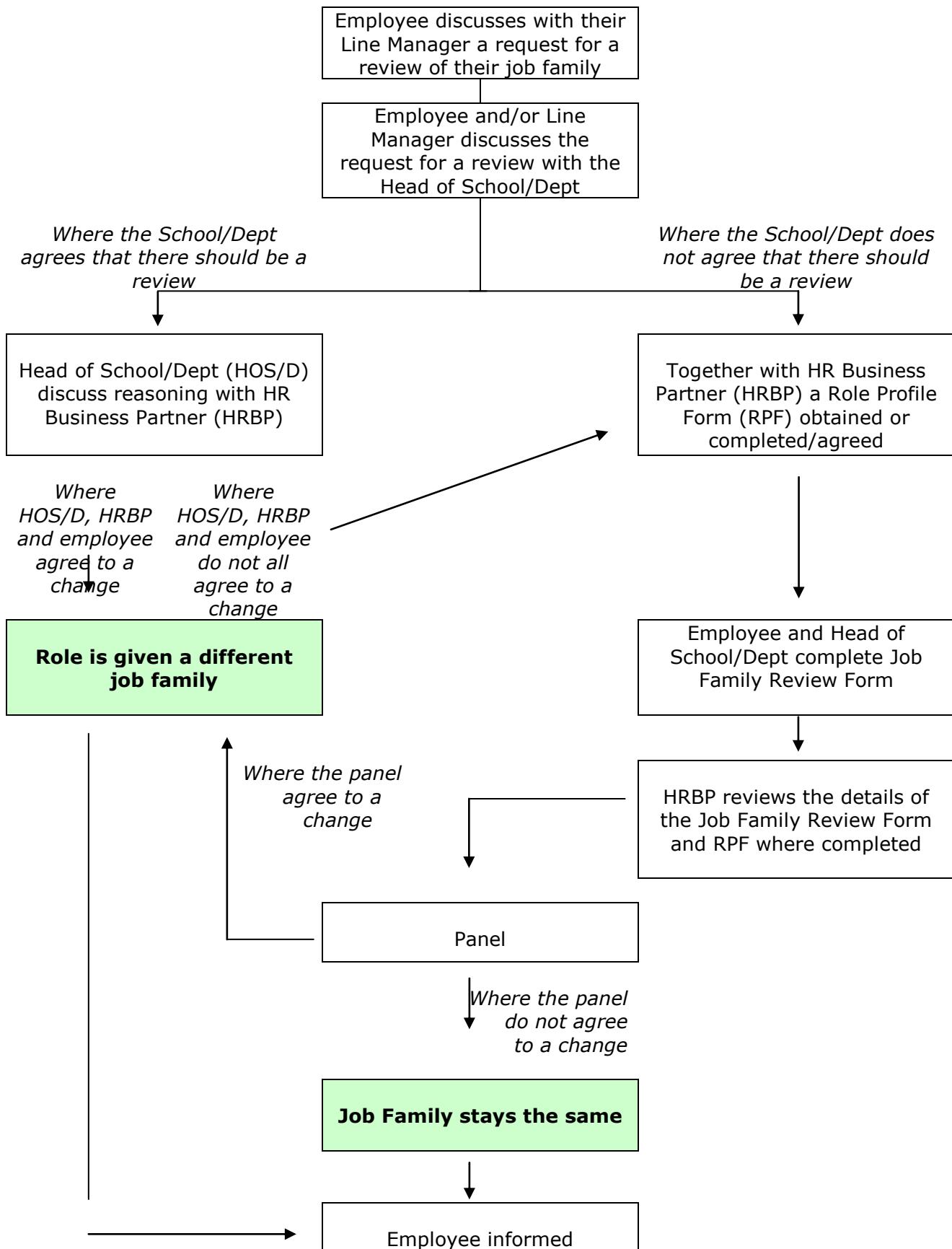
5. Job Family Review Process – Head of School/Department

- 5.1. Where the Head of School/Department believes that a role should be within a different job family, they should discuss this with the relevant employee and Line Manager in the first instance.
- 5.2. **Where the Head of School/Department and the employee agree to a change in job family**, the Head of School/Department should contact the relevant HRBP. Where all three parties (HRBP, Head of School/Department and employee) agree to a change following reference to the appropriate job families, this change should be administered. **No further reference to this procedure is necessary.**
- 5.3. **Where the employee does not agree with the Head of School/Department and believes their role should remain in its current job family**, they should contact the relevant HRBP. A RPF for the job would normally then be produced and agreed with the employee, Line Manager and Head of School/Department.
- 5.4. Paragraphs 4.6 – 4.12 would then apply.

6. Further Details

- 6.1. Any further information on this process should be obtained from HR Employment Services in the first instance.

APPENDIX 1
JOB FAMILY REVIEW PROCESS



APPENDIX 2



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JOB FAMILY REVIEW FORM

INFORMATION TO BE PROVIDED BY THE EMPLOYEE

Name of Role Holder	
Job Title	
School/Department	
Current Job family/level	
Job Family wishing to move into	
Do you wish to attend the panel?	

Please detail the reasons you wish to apply to have your job family reviewed. Please refer clearly to the appropriate level descriptors in the relevant University Job Families:

<http://www.nottingham.ac.uk/hr/guidesandsupport/jobfamiliesstaffgroupsandsummarytermsandconditions/jobfamilies>

I can confirm that I have discussed my reasoning with the Head of School/Department and I now wish to request that my job family be reviewed.

Signature Date

JOB FAMILY REVIEW FORM CONTINUED

INFORMATION TO BE PROVIDED BY THE HEAD OF SCHOOL/DEPARTMENT

Name of Head of School/Dept	
School/Unit	
Do you wish to attend the panel? If you wish to nominate someone else to attend the panel, please state who this will be.	

Please detail the reasons you do not wish to endorse a change in job family. Please refer clearly to the relevant University Job Families: <http://www.nottingham.ac.uk/hr/guidesandsupport/jobfamiliesstaffgroupsandsummarytermsandconditions/jobfamilies>

I can confirm that I have discussed my reasoning with the employee concerned and provided a copy of the completed documentation.

Signature Date

Please return the completed original form to:

Director of Human Resources, The University of Nottingham, Human Resources Department, King's Meadow Campus, Lenten Lane, Nottingham, NG7 2NR