

## Introduction

This guide is designed to assist in the understanding of how job matching is carried out. The two Job Families where jobs can be matched to a level, within them, are the Administrative, Professional and Managerial (APM) Job Family, or the Technical Services (TS) Job Family.

A Job Family describes a number of roles which are engaged in the same or similar kind of work.

Job Family modelling is a process of analysing work within a job family to identify levels of work based on accountabilities, performance measures, skills and competencies. A completed job family considers how many levels of that type of work there are, and describes key factors, which differentiate one level from the next.

## Background

Job matching was first introduced as part of the development of the APM and TS job families. Jobs were grouped into the families and then matched into the levels.

## Ongoing

The Job matching process is now used on:

1. re-grading panels  
(<http://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/regrading/index.aspx>) and on
2. virtual panels for brand new roles  
(<http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=83531384>)

### 1. Job Matching Process – Re-grading

The re-grading procedure should be used where a role has changed substantially, e.g. when a role has increased in size, responsibility, complexity or in some other significant way.

#### 1.1 Role Profile Forms

(<http://www.nottingham.ac.uk/hr/guidesandsupport/promotionandregrading/regrading/index.aspx>) are completed by individual job holders and their line manager. Full support from School/Department required

- 1.2 For each individual job, key activities and skills required are assessed and compared to the job family descriptors to determine best fit. The assessment takes place during a job matching panel.

*Panel can get additional information from manager/representative if required,  
Probe for evidence*

*Need to ensure you understand the **Job Families***

*(<http://www.nottingham.ac.uk/hr/guidesandsupport/jobfamiliesstaffgroupsandssummary/termsandconditions/jobfamilies/index.aspx>) and descriptors*

- 1.3 Assessment summary documentation completed
- 1.4 Results checked for consistency and fairness

### **Job matching Panel:**

- Chair – Senior University Manager
- Human Resources Business Partner (HRBP)
- School/Department Representative
- Representative from another school/department
- Union Representatives

### **Job Matching Protocol**

#### **Before the Job Matching Panel**

- Ensure you are familiar with the Job Family
- Read through the Role Profile Forms to get a general understanding of the role(s) being matched

#### **At the Job matching Panel**

- Chair will introduce panel members and ensure everyone is clear about what they have to do
- Opportunity to challenge, question and probe for further evidence, remember the objective is to establish the best general fit. You may find the role you are attempting to match fits part of one job family level descriptor and parts of another. In this case, you must use your judgement to determine best fit
- The panel members will then give their view on the best fit to the Job Family justifying their comments with evidence from the Role Profile Form

#### **The decision making**

- Once all the views and opinions of the panel members have been explored based on the evidence, the panel must come to a consensus decision, if a consensus decision cannot be reached, the role will be referred for Hay Evaluation
- Decisions are made objectively and the supporting evidence provided is robust and defensible
- HR will record the decision for the panel providing full notes to justify the decision

## **2. Job matching process – Virtual Panels**

A virtual job matching panel is used to assign a job family level to new APM or TS roles.

There is also a benchmark library of roles, within all job families, which can also assist with developing a role profile form and proposing a level within the job family (<http://www.nottingham.ac.uk/hr/guidesandsupport/jobfamiliesstaffgroupsandsummarytermsandconditions/benchmarkroles/index.aspx>).

#### **Panel Membership**

- Human Resources Business Partner for that School/Department (HRBP)
- School/Department representative
- Representative from another School/Department
- Union Representative(s)

#### **Process**

- 2.1** Line Manager completes Recruitment Role Profile Form and submits to HR Employment Support Services along with structure chart
- 2.2** Line Manager indicates the intended Job Family and a level
- 2.3** HR Checks all details and forwards copies of everything to the panel members

- 2.4** Panel members review details of the role, getting further clarification from the line manager if required
- 2.5** Panel members advise HR of the job family level for the role within 5 days of receipt of the Recruitment Role Profile Form
- 2.6** If all panel members agree, HR informs School/Department of the level and the role is advertised
- 2.7** If there is no consensus, HR facilitates further discussion by telephone, email or a meeting
- 2.8** If the panel can still not agree, role is referred to a Hay Review Panel

### **To summarise**

- Clear and Accurate Role Profile forms are fundamental to the process
- If you do not have a good understanding of the job you cannot match it
- Need a consensus view
- Comparative process
- Matching the Job, not the person
- Assuming fully competent performance

### **Where can I find out more?**

- Contact your Employment Support Services team:  
<http://www.nottingham.ac.uk/hr/aboutus/employment-services.aspx>
- Contact your Union Representative:  
(<http://www.nottingham.ac.uk/hr/guidesandsupport/tradeunionsandconsultativecommittees/index.aspx>).

### **? How do I become a panel member for Job Matching?**

(You need to attend Job Matching Training, please contact Employment Services on [hr@nottingham.ac.uk](mailto:hr@nottingham.ac.uk))