

GRAMPIAN VALUATION JOINT BOARD

POLICY ON CAREER GRADE SCHEMES

1.0 SCOPE

1.1 The Grampian Valuation Joint Board recognises the use of Career Grade Schemes as an effective tool in the recruitment and retention of employees. This policy has therefore been developed as an indication that the organisation supports the use of Career Grade Schemes as a recruitment and retention aid and positively supports the development of employees, where appropriate, through their use.

2.0 DEFINITION

2.1 Career graded posts are posts where the salary scale crosses more than one grade, with progression dependent on both individual competency and service need. Career grades provide a way by which staff can be effectively retained and developed. This enables an organisation to keep the expertise these staff have built up and recognise the contribution they have made to their job role.

3.0 KEY PRINCIPLES

3.1 The following are key principles of a career grade structure:

- Progression through a career grade must be dependent upon there being a need for work at each particular level.
- Career grade posts should have responsibilities that can be carried out at a range of levels, depending upon the post holder's level of competence and service demand.
- The criteria for progressing through the career grade should be objective and based on a range of competencies necessary to carry out the job. Progression should not be based on the attainment of qualification alone unless the qualification is needed (legally, or as a post requirement eg RICS membership before giving expert evidence at VAC) to carry out the duties.
- Progression within the career grade should be reviewed in conjunction with an Appraisal Scheme. This should be used to identify any training and development needs and whether the employee should progress to the next level.
- When creating a career grade, each level within the career grade should be separately job evaluated.
- The reasons for progression/non-progression should be noted within the appraisal records kept by the manager, so that there is a clear record of the decision made.

4.0 GUIDANCE

- 4.1 The career grade schemes used by the Grampian Valuation Joint Board involve employees moving between distinct levels of responsibility, in line with the development of experience and skills.
- 4.2 Each post identified as a career graded post has a job description and person specification for the lowest and highest level of responsibility. Job evaluation has been carried out for all levels of the career graded posts.
- 4.3 New employees will be taken on at the minimum level the post was advertised unless they demonstrate abilities that match a higher level of responsibility and there is an organisational requirement for work to be undertaken at that higher level by the new recruit.
- 4.4 Managers will ensure that all employees affected fully understand how career grades work, how they will be assessed and what criteria and levels of performance are required. Managers will assess the performance of all career post holders on a regular basis. Criteria for assessments will be fair, objective and consistent with the career grades.
- 4.5 Progression through a career grade is dependent upon an employee performing against agreed criteria. To help the employee progress, training needs will be identified through regular appraisal.
- 4.6 Employees will progress through the grades within the same post, subject to their satisfying clearly identified criteria for progression.
- 4.7 All posts with a career grade scheme have a list of key tasks that vary in level of responsibility, experience, scope, etc. with progression through the grade.
- 4.8 Where employees have not reached the required standard managers will set agreed objectives and monitor and support employees in achieving the objectives.
- 4.9 Managers will keep employees informed if there is a risk, due to organisational requirement, that they will not progress through the career grade structure.

5.0 PROCESS FOR EMPLOYEES ON CAREER GRADE SCHEMES TO INSTIGATE AN ASSESSMENT INTERVIEW

- 1 All employees who are on a career grade scheme will be subject to regular appraisal of their progress in order to identify any skills or experience gaps and to monitor the progress of their development.

- 2 It is the responsibility of the employee to request an assessment interview. Providing that the line manager and Depute Assessor are satisfied that the requirements for progression have been met, an interview date will be set giving employees an appropriate length of time in which to prepare themselves for the assessment. It is advised that employees should be given notice of not less than two weeks of any assessment interview.
- 3 Assessment interviews will usually take place in accordance with the timescales detailed on the Procedure for Assessment for each post, however an interview outwith these timescales may be requested by either party if it is deemed appropriate providing adequate notice is given.
- 4 Notification of assessment interviews may be by email, memo or letter. Verbal notification is acceptable in the first instance but must be confirmed in a written format for audit purposes.
- 5 Participants in the Career Grade Schemes who are expected to produce a completed portfolio at assessment interviews should assemble the examples of normal work to be included on an ongoing basis and should not wait until the assessment meeting is arranged. The summary statement however should be prepared once notice of the meeting is advised.

Grampian Valuation Joint Board/Personnel Services, Moray Council
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