

Appendix (ii)

Guidance for completion of a Request for Re-evaluation pro forma

The purpose of the request for re-evaluation pro forma is to give you and your manager an opportunity to advise the Job Evaluation Team of any significant and permanent changes to the tasks, duties and responsibilities that are undertaken by you on a regular basis and that may affect the current assessment of your post.

The Job Overview Document contains analytical information about the nature, degree, frequency and duration of job demands set out under the 13 factor headings of the job evaluation scheme. You must therefore provide information in relation to tasks, duties and responsibilities that you undertake on a regular basis in relation to the factor/s.

This means that you will need to state on the request for re-evaluation pro forma:-

- what you are doing (nature of the demand)
- the level you are working at (degree of demand)
- how often you do it (frequency of the demand)
- how long you are doing it (duration of the demand)

NB: Please **do not** quote directly from the Job Evaluation Scheme

The completed pro forma should be passed to your Line Manager and Executive Officer for comment. Your Line Manager should then complete the relevant part of the pro forma for submission to the Job Evaluation Team – with appropriate accompanying documentation including an approved Organisation Structure Chart.

Written acknowledgement of your submission of the completed pro forma will be provided to you within 10 working days from the date the Job Evaluation Team receives the required documentation.

The information provided in the pro-forma, and any subsequent clarification or further information provided, will be assessed by the Job Evaluation Team under the relevant factor heading(s) in comparison with the original evaluation, or previous re-evaluation, to determine:

- If the level of demand has increased or decreased as a result of the changes described in the content and responsibility of the job.
- If the degree of change in the nature, degree, frequency or duration of demand is sufficient to justify a higher or lower factor level score.
- If the change in demand meets all of the elements of the relevant factor level definition and associated guidance as applied by the Council.
- If the potential revision in factor level score is consistent with the application of the factor across the 'Local Government Employee' job population.

The Job Evaluation Team will make an assessment of the information provided and may seek further clarification from you and/or your manager.

The completed form should be returned to the Job Evaluation Team at:

Email address: JobEvaluation/edc OR jobevaluation@eastdunbarton.gov.uk

Postal address: Job Evaluation, East Dunbartonshire Council, Southbank House, 12 Strathkelvin Place, Kirkintilloch, G66 1XH