

Introduction of a National Scheme of Job Evaluation

Role Analyst Opportunities

The Management Side and Support Staff Side Joint Secretaries seek expressions of interest from up to ten individuals for both management and trade union representation from current sector staff to carry out the duties of Role Analysts to support the introduction of a National Process of Job Evaluation. For trade union representation, the trade unions have requested that you currently act in the capacity of local trade union Steward.

The National Joint Negotiating Committee (NJNC) Role Evaluation Process has been agreed and ratified by both the NJNC – Side Table (Support) and by the Colleges Scotland Employers' Association.

The Joint Secretaries are seeking to confirm suitably skilled and experienced members of staff to act as management or trade union representatives on joint job evaluation panels. All employees will require the **agreement** of their employing college to be released from their existing role for an estimated period of 11 months.

A description and specification for the position of Role Analyst is attached (**Appendix 1**).

An Expression of Interest form is attached (**Appendix 2**).

Role Analysts

The Role Analysts will operate in one of two capacities:

First Scorers

First Scorers will operate as part of a joint management/trade union analyst panel to evaluate allocated roles. The panel consists of one management representative and one trade union representative. As a first scorer you will either be a Management Side representative or a trade union representative working together with your counterpart. First scorers will be required to travel to college locations on limited occasions.

Second Scorers

Operating on the same basis as 'first scorers' this panel is however expected to validate the evaluation of 'first score' panels.

Funding is secured for this project and for successful nominees, the terms and conditions of employment remain as per your current contract including the right to return to the substantive role in your college, as per your contract on the conclusion of the release.

The posts are expected to commence in late 2019 for an anticipated period of approximately 11 months. The roles are open to staff employed directly by a college who currently hold either a permanent contract or a fixed term contract which has an end date spanning the anticipated duration of the appointment on offer. Completed expressions of interest forms should be completed and forwarded to:

Management Side Nominations – Graeme Stephen at: graeme.stephen@collegesscotland.ac.uk.

Staff Side Nominations – Chris Greenshields at cgreenshields@glasgowkelvin.ac.uk.

Role Description

First Scoring Role Analyst

Panel Evaluation

- To actively participate in joint management and trade union role evaluation panels.
- To represent the management or trade union side operating in the panel evaluation process.
- To process allocated roles for evaluation by accessing the 'Further Education Role Analysis' (FEDRA) on-line tool.
- To systematically review and evaluate allocated roles by discussion and agreement in the panel setting selecting the appropriate responses on the FEDRA system, recording evidence in each case.
- To challenge, debate but constructively conclude evaluations in a timeous fashion.
- To contribute positively in panel settings, maintaining good working relationships throughout.
- To receive formal role analyst and FEDRA on-line system training and any additional training as required.

Second Scorer Liaison

- Attend meetings with 'second scoring' Role Analysts where there are differences in evaluation outcomes to discuss and agree the collective assessment.

Job Evaluation Project Support

- Attend collective meetings of Role Analysts within the NJNC – Job Evaluation Working Group forum to discuss on-going project progress.

Second Scoring Role Analysts

Panel Evaluation

- To actively participate in joint management and trade union role evaluation panels.
- To represent the management or trade union side operating in the panel evaluation process.
- To review 'first scored' allocated roles for evaluation by accessing the FEDRA on-line tool.
- To systematically review and evaluate allocated roles by discussion and agreement in the panel setting selecting the appropriate responses on the FEDRA tool, recording evidence in each case.
- To challenge, debate but constructively conclude evaluations in a timeous fashion.
- To contribute positively in panel settings, maintaining good working relationships throughout.
- To coordinate and schedule meetings and diaries to organise allocated panel activity.
- To receive formal role analyst and FEDRA on-line system training and any additional training as required.

'First Scorer' Liaison

- Attend meetings with 'first scoring' role analysts where there are differences in evaluation outcomes to discuss and agree the collective assessment.
- Accessing and, if required, amending the on-line FEDRA system, selecting the appropriate responses on the FEDRA tool, recording evidence in each case.

Job Evaluation Project Support

- Attend collective meetings of role analysts within the NJNC Job Evaluation Working Group forum to discuss on-going project progress.

Role Specification for Both 'First' and 'Second' Score Analysts

Knowledge and Experience

Role Analysts should:

- have well developed analytical skills
- have a working knowledge of Equal Pay legislation
- have working knowledge of job evaluation and its uses and limitations.

Required Skills

Role Analysts should demonstrate:

- Interpersonal skills – able to put people at ease, deal with their questions and anxieties, deal with conflict and hostility and use influencing and negotiating skills
- analytical skills – the ability to ask questions aimed at gathering data and evidence against pre-specified criteria, listen actively, summarise and reflect-back, take notes that can be used consistently to provide long-lasting evidence
- communication skills – provide clear explanations to others verbally and in writing
- ability to suspend judgement, avoid making decisions based on assumptions rather than evidence and justify reasons for interpretation
- organisational skills – the ability to schedule own activity directly and manage own time with minimal supervision
- that they are an accurate and methodical worker
- that they are trustworthy and confidential
- ability to control the flow of group meetings and manage time
- IT skills including web-based applications demonstrating a willingness to be trained and use the FEDRA job evaluation system.

Expression of Interest Form

Please complete all sections:

PERSONAL DETAILS	
Name	
Contact Telephone number	
Email address	
Name of Employing College	
Name of Current Manager	
Email Address of Current Manager	
Does your Employing College Support your Expression of Interest in this Release?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current Job Title	
Capacity of Representation (SELECT ONE ONLY)	Management Side <input type="checkbox"/> Trade Union Side <input type="checkbox"/>

Why are you interested in this opportunity?

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Please indicate which role you wish to apply for	Please indicate ONE OR BOTH*
'First' scorer Role Analyst	<input type="checkbox"/>
'Second' scorer Role Analyst	<input type="checkbox"/>

Please provide a statement to demonstrate how your skills, attributes and experience match the role specification (see Appendix 1). Please provide a comprehensive response.

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I confirm that the above information is true to the best of my knowledge.

Name:	
Date:	

Please return your completed form to: Graeme Stephen (Management Side Representatives) – graeme.stephen@collegesscotland.ac.uk or Chris Greenshields (Staff Side Representatives) cgreenshields@glasgowkelvin.ac.uk.

** Expressions of interest can be received indicating both first and second score duty.*