Job Evaluation Application Form

for

Clerical and Administrative Grades

in

Health Service Provider Agencies

Grades III to VI

For Office Use Only:

☐ Org Chart

☐ Reporting Relationship Chart

☐ Original Job Description

☐ HR Sign Off

☐ Line Manager Sign Off

☐ Authorised Fin. Guidelines

Incomplete: Date returned to HR

Introduction

- Job evaluation is a systematic process for assessing the relative size of jobs both within and across organisations. In order to assess the size of a post the Job Evaluators require clear, comprehensive and accurate information on the key aspects of the post. The objective of this Application Form is to facilitate the data collection process and to give you the opportunity to outline, in detail, the nature of your current post to the Job Evaluators. You will have the opportunity to discuss the content of your completed with the Job Evaluators.

- The Application Form is structured to collect information on your post under the headings used for all posts under the remit of this Job Evaluation Scheme. They are as follows:

  - **Professional & Technical Competence**

  - **Problem Solving**

  - **Decision Making**

    - Type of Decisions
    - Impact on Decision Makers

  - **Responsibility and Accountability**

    - Leadership & Teamwork
    - Resources Management
    - Impact on Resources

  - **Communications**

    - Level of Contacts
    - Interpersonal Skills

- **When completing the Application Form consider the following:**

  - o It is important to note that the Form is concerned with job content - it is not concerned with the performance or particular skills of the individual postholder.

  - o Envisage that you are describing the job to someone who is not familiar with your organisation.

  - o Concentrate on the job you are required to do - not on yourself or your own attributes.

  - o Describe the role as it is currently, not in terms of what it will, should or could be.

  - o Describe the substantive post e.g. exclude `acting up' duties or `temporary' duties.

  - o Concentrate on the typical job requirements, not one-off or rare events.

  - o Give supporting evidence and examples where possible.

- **Please ensure the following documentation is attached to your Application Form:**

  - o Organisation Chart.

  - o Diagram/Chart of the post's reporting relationships.

  - o Authorised job description for the post

  Authorised financial limits for the post

Post Details

Job Title	
Current Grade	
Department	
Location	
Employer Agency / HSE Area (if relevant)	
Address	
Line Manager Name	
Line Manager Grade	
Line Manager Contact No.	
HR Manager (Name & Title)	
HR Contact Phone No.	
HR Email Address	

Purpose of Post

Using one or two brief sentences describe the function of the post

Key Objectives of the Post

Please detail the key outputs required from the post

Priority#1	
Priority#2	
Priority#3	
Priority#4	
Priority#5	
Priority#6	

Breakdown of Key Tasks

List below the main tasks performed in the normal course of your job. Please indicated if any task(s) is undertaken on a cyclical basis. If possible show the proportion of time spent on each over the course of a working week totalling 100%.

		%
1		1
2		2
3		3
4		4
5		5
6		6
		100%

Factor 1. Professional/Technical Competence

This factor concerns key `inputs' (i.e. level of professional/technical competence) typically required to be able to perform the job to a competent (not expert) standard. Please note that this factor is not concerned with the professional/technical competence or experience possessed by the actual postholder(s) or detailed in formal recruitment specifications for the post. It is concerned with the level of professional/technical competence appropriate for the post at this point in time.

The Information provided in this section needs to be signed off by your Manager and certified by the Human Resources Department:

The minimum standard of eduction necessary to undertake this job effectively?	
The type of additional training, on-the-job training and short courses necessary to undertake the job effectively?	
The type and length of previous experience necessary to undertake the job effectively?	
The skills that are critical to undertake the job effectively?	
Given the appropriate skills and experience (outlined above), how long would it take a new appointee to the post to become proficient in the job?	

Factor 2. Problem Solving

This factor concerns the intellectual challenge of the work associated with your post. (i.e. the range and size of problems dealt with, the degree of analysis and judgment required and the degree of initiative and innovation involved in the post).

* Initiative is defined as: the need to take action without being prompted by line manager(s);

* Innovative is defined as; the extent to which the post holder is required to embrace change and to find imaginative and far sighted solutions to major issues/problems.

Please present examples of the <u>typical</u> problems your post is required to solve during the course of your work on a <u>frequent</u> basis (daily, weekly, monthly) and detail the following information:

	Typical type of problem/ challenge requiring resolution	The type of information/data you need to collate in order to solve the problem	Type of analysis undertaken to resolve the problem	Do you have scope for initiative and innovative thinking when resolving the problem? Give examples;	Frequency (Daily / Weekly / Monthly)
1					
2					
3					
4					
5					

If you wish to provide any further information, please do so in this section

Factor 3. Decision Making

This factor concerns the actual level of decision-making typically associated with the post.

3.1 Type of Decisions   Please detail examples of the typical decisions you make on a frequent basis:

Typical type of decision that you make without referring to a superior for approval	The guidelines or precedents available to you when making the decision	The limit to your authority in relation to this type of decision. (i.e. the type of decision you would refer upwards for decision).	The area(s) of the organisation or service/ geographic area this type of decision affects	Frequency (Daily / Weekly / Monthly)

If you wish to provide any further information, please do so in this section

3.2 Impact on Decision Makers

Please present examples of the way in which your post influences key `decision makers' (i.e. supervisory and management grades) on a <u>frequent</u> basis. In the context of this particular Factor, the term `Influence' is associated with the influence of the <u>post</u> on decision makers not on the requirement to use influencing interpersonal skills.

For example, the outputs or the information and advice presented to decision makers by someone in a technical post can have a significant influence on a decision taken at a higher level.

Typical type of information and advice you are required to provide to 'decision makers' in and outside of the organisation	The post (title) of the relevant decision maker/group of decisions makers	The type of decision that is influenced by the advice and information you provide to the decision makers	Frequency (Daily / Weekly / Monthly)

If you wish to provide any further information, please do so in this section

Factor 4. Responsibility and Accountability

4.1 Leadership & Teamwork

This factor concerns the extent to which the post involves teamwork and/or the responsibility to lead others (either internal and/or external to the organisation) in the achievement of organisational objectives at all levels.

Definitions:

Teamwork includes: contributing and collaborating with members of your own team and/or teams in other areas and disciplines in order to achieve a common objective(s). For example, attending team briefings and meetings, undertaking projects assigned to you by the team, organising team activities, providing guidance to a team on specific areas of work, supporting the work of a team.

Leadership includes; planning, directing and co-ordinating the work of staff, monitoring and reviewing work to ensure a consistently high standard, taking responsibility for the motivation, growth and productivity of staff, ensuring the well being of staff, sustaining morale, foster accountability within team(s) and disciplinary authority.

4.1.1 Teamwork Role

Please list the Team(s) you participate in (including your own team	Describe your role in the team	Frequency (Daily / Weekly / Monthly)

If you wish to provide any further information, please do so in this section

4.1.2 Leadership Role

Post(s)/Title to whom you report	Post(s)/Titles(s) reporting to you directly (include number in each post	Describe your Leadership role. (Reference definition above and give examples)	Post(s)/Titles(s) of indirect reports to your post (include number in each post)	Describe your Leadership role. (Reference definition above and give examples)

4.2 Resource Management

This factor concerns responsibility/accountability for the **management** of resources/assets (excluding management of staff) assigned to the post. Resources/assets are defined in terms of the management of financial resources, physical premises, equipment, stock, data/intellectual property, information systems and other assets.

Type of Resource managed	Describe the nature and level of your posts accountability for the management of this resource	Approximate € value of financial resources managed and/or scale of other resources/assets managed

If you wish to provide any further information, please do so in this section	

4.3 Impact on Resources/Assets

This factor concerns your posts responsibility for the effective **processing, support and maintenance** of resources/assets*

(excluding management of staff) that impact on one or all of the following;

- an area within an organisation
- on an organisation-wide basis
- across organisations
- in a service area
- on a geographic basis.

*Resources/assets are defined as: financial resources, physical premises, equipment, data/information/intellectual property, information systems and other assets.

List the Type of Resources processed, supported or maintained by the post?	What is the nature of your posts input/accountability (e.g. processing, support, control of use, maintenance, other).	Describe the impact of your involvement with the resource within the organisation, on a service or geographic basis.

If you wish to provide any further information, please do so in this section

Factor 5. Communications

This factor concerns the level at which your primary contacts* operate, both inside and outside of the organisation, and the interpersonal skills* required to fulfill the requirements of the post.

5.1 *Primary Contacts: e.g. persons, representatives and groups you communicate with on a regular basis (i.e. daily/weekly basis).

5.2*Interpersonal Skills: e.g. the requirement to persuade, get buy in, negotiate, explain, build trust, ensure that service users are treated with dignity and respect, to maintain composure and a constructive attitude in the face of challenges.

List all the key contacts (both internal and external to the organisation) you are required to deal with on a regular basis to fulfil the role.	Type of Communication	Purpose of Communications	Interpersonal skill required	Frequency (Daily / Weekly / Monthly)

If you wish to provide any further information, please do so in this section

Other Comments

Do you wish to make any further points to support your application?

For Completion by Line Manager and Applicant

Line Manager

This Job Evaluation Form is an accurate reflection of the substantive (excluding 'acting up' or temporary duties) post at this point in time.	☐ Yes	☐ No
The Applicant has read and understood the procedure and process for the request to have the post evaluated.	☐ Yes	☐ No
The Professional/Technical competence described in Factor 1 is appropriate for the post under review	☐ Yes	☐ No

Grade & Job Title	
Nature of management responsibility in relation to the Applicant's Post	
Signature of Line Manager	
Print Name	

Applicant

This Job Evaluation Form is an accurate reflection of the substantive (excluding 'acting up' or temporary duties) post at this point in time.	☐	Yes	☐	No
I have read and understood the procedure and process for the request to have the post evaluated.	☐	Yes	☐	No

Grade & Job Title	
How long are you in your current post?	
Signature of Applicant	
Print Name	

For completion by a senior post holder in the Human Resources Department

Is it proposed to restructure the service in which this post is based within the next 12 months?	☐	Yes	☐	No
If so, is it appropriate to proceed with an evaluation request at this time?	☐	Yes	☐	No
I agree that the Professional/Technical Competence described in Factor 1 is appropriate for the post under review.	☐	Yes	☐	No
I hereby endorse the above request for job evaluation of the current substantive post (excluding 'acting up' or temporary duties). I understand that any financial implications as a result of the recommendations of the job evaluation board has to be met from this agency's existing financial allocation	☐	Yes	☐	No

Signature of HR Manager or designate from HR Dept: _____

Name of HR Manager _____

Date _____   Grade & Job Title _____

For Attention of HR Dept

Please ensure the following documentation is attached to this Application Form

☐ Organisation Chart

☐ Diagram/Chart of the post's reporting relationship

☐ Authorised Job Description for the post (if available)

☐ Authorised Financial limits for the post detailing level of expenditure post can approve