THE UNIVERSITY of York

PROCESS FLOWCHART - ROLE EVALUATION & REVIEW (NEW AND CHANGED ROLES)

3.1 Initiating Role Evaluation or Role Review Request

DEPARTMENT

- Initiates Role Evaluation/Review process
- Identifies new role, a change to an existing role or a planned change to a role (i.e. as a result of restructuring within a Department)
- Identifies funding

NEW ROLE

- *Role Eval Request Form (RERF)*
- *Job Description (JD)*
- *Person Specification (PS)*
- *Organisation Chart*

ROLE REVIEW

- *Role Eval Request Form (RERF) inc. evidence of changes to role*
- *Job Description (JD)*
- *Organisation Chart*

- Prepares & completes Role Evaluation (RE) Documentation
- Where appropriate, identifies similar role(s) and potential impact on other roles
- Forwards documents by e-mail to HR Services

hr-enquiries@york.ac.uk

+ hard copy of signed form to Rewards Team (H/B56)

3.2 Logging Role Evaluation or Review Request

HR SERVICES (HRS)

- Log request on Enquiries Tracking System (ETS)
- Send acknowledgement to Department
- Pass documentation to Rewards Team & copy to HRM

3.3 HR Review

HR MANAGER (HRM)

- Reviews request
- Alerts Rewards Team (RT) with any concerns

3.4 & 3.5 RT Initial Assessment & Further Documentation Requirements

REWARDS TEAM (RT)

- Initial assessment of request and evaluation of role
- Discussion with HRM if concerns raised

REWARDS TEAM (RT)

Require additional evidence/clarification

Role Review ↔ Restructuring ↔ New Role

Match to existing or generic role

No match identified - RT create new Written Record

Match to existing or generic role

No match identified – RT create new Role Profile

3.6 Role Evaluation

HR ROLE EVALUATION PANEL (HREP)
Reviews evidence and confirms match

SCORING PANEL (SP)
Score new or revised Written Record

REWARDS TEAM
Evaluate role and review initial outcomes

REWARDS TEAM
Are there still questions or concerns about the role that require additional information/evidence?

3.7 Role Evaluation Outcomes

No ↔ Yes

3.7.3 REWARDS TEAM
Identify additional information required & consult with HRM

REWARDS TEAM

- Issue Written Record (WR) or Role Profile (RP) & Final Evaluation Outcome Form (FOF) to Dept cc: HRM
- Update Roles Database
- Update ETS, assign to HR Systems & attach FOF to trigger appropriate communication to employee(s)
- Letter not issued to role holder until confirmation received from Dept that verbal communication of outcome has taken place