

## **PAY AND GRADING STRUCTURE**

Procedure for Reviewing Job Family and/or Role Profile/ Working Context and Demand and Non Standard Working Hours Points

### **Aim**

It is anticipated that most routine concerns about roles, responsibilities and working conditions and patterns which may affect Job Family and/or Role Profile, and/or WCD and/or NSWHP points, will be settled quickly through constructive informal discussions with management. However, a formal procedure is necessary to meet those circumstances which cannot promptly be resolved through informal discussion.

The aim of this procedure is to provide staff with a mechanism for requesting a review of their Job Family and/or Role Profile and/or WCD and/or NSWHP allocation and having those concerns dealt with fairly and consistently.

### **Scope**

This procedure applies to all employees of the company

The grounds for review are;

1. Issues related to the allocation to the job family and/or profile.
2. The working context and demands of the post have not been correctly considered and therefore the level of payment is being questioned.
3. The working pattern and hours of the post have not been fully taken account of.

An employee or group of employees will not have more than one formal review of their role, including Job Family and/or Role Profile and/or WCD and/or NSWHP in any rolling 12 month period.

### **Informal Discussions – not part of the formal procedure**

The employee(s) will raise any concerns about their role, including Job Family and/or Role Profile with their line manager. If the matter is not settled amicably at this stage the following procedure will apply.

### **Procedure**

1. Employee(s) completes the attached pro forma, and submits this, together with any supporting information or documentation to the HR Section.
2. A meeting will be arranged to consider the matter, with the review panel being an HR Representative and a member of the Senior Management Team
3. The employee will have the opportunity to be represented at this meeting by a trade union representative or a colleague
4. A senior manager with responsibility for the service area in which the employee works will also be present

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Reviewed March 2022 – no amendments made

## **Conduct Of The Review Meeting**

1. The employee, assisted by their representative, present the case supporting their review request
2. The manager from the employee(s) service area provides any information they consider relevant to the matter under consideration
3. The Panel (Head of Service/Director and HR representative) ask questions of both employee and their manager
4. The Panel carryout any further investigation required to ensure that they have all of the necessary information to facilitate the review of the role/NSWH/WCD within the terms of the company's Pay and Grading structure.
5. Having gathered all the necessary information the Panel carryout the review and advise the employee(s) and their manager of the outcome. This can be done in person or in writing. In any event the outcome will be confirmed in writing
6. If the employee is dissatisfied with the outcome of the review they have the opportunity to appeal this by completing the attached pro forma and submitting this to the HR Section within 10days of receipt of the letter confirming the outcome

### *Note*

*Any review request by the Chief Executive will be considered by a specially convened sub committee of the Board. Any appeal against the outcome of a review carried out by the Chief Executive will be considered by a specially convened sub committee of the Board*