
Internal benchmarking Guidance

The University uses HERA (Higher Education Role Analysis) evaluation tool to evaluate the work and responsibilities required within a role.

Designed by the Education Competencies Consortium (ECC) and Higher Education institutions, HERA ensures equal pay for work of equal value, by providing a consistent framework and fair evaluation methodology.

Now that we have a large number of our core roles evaluated, the reliance on a full New Role HERA evaluation has reduced and we can fairly evaluate roles using our internal benchmarking comparison process.

To internally benchmark a role, the recruiting manager should start by discussing with their HR Business Partner, who can offer assistance and advice on the process and recommend comparable roles for consideration.

When requesting for a New Role (not a regrading) to be benchmarked you must provide an up to date job description and organisational chart.

Please send your request to job.evaluation@brunel.ac.uk copying in the relevant HR Business Partner. With support provided by the HRBP, the HR Reward Team will evaluate the role using the ECC tool evaluation system and respond back within **15** working days.

The following considerations will be made by the HR Reward Team;

- Role position in line with organisational chart
- Grading of other roles – highlighting any inconsistencies & vacant posts (benchmarking against inactive posts will not be considered)
- Job descriptions of similar roles within department or division
- Roles within other directorates
- Generic job tile grading
- Comparison size and scope of the role e.g., department or college expectations
- Comparison complexity or specialism of duties or data
- Direct comparison scoring on ECC system

To succeed in an internal benchmark, the HERA elements score should match the comparable post by at least 70%, demonstrating the same expected levels of responsibility and overall accountability at the grade level.

Please be mindful that specific role differences in some of the [HERA scoring elements](#) could result in the justification of different grades.

