
JOB EVALUATION PROCEDURE

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.

The procedure uses a [Role Outline Form](#) containing 14 elements and 50 questions. This panel based, analytical approach ensures role decisions are based on evidence of role requirements, are free from unfair bias and are in-line with our commitment to pay equivalent salary for equivalent work.

Where required roles are evaluated by a Grading Panel that comprises trained HERA role Analysts from the following areas (where available)

- HR Reward Manger (Moderator)
- HR Reward Team administrator
- A professional services trained Manager
- HR Business Partner for the Directorate
- Associate Business Partner for a different Directorate
- Union Representative

New Posts

Upon discussion with your Human Resources business partner where a new role is identified, and cannot be benchmarked against any other current internal roles with post holders, please complete the [HERA Role Outline Form](#) in full, so that the role can be evaluated. Guidance on completing the 14 Elements for the grading can be obtained in the [HERA 14 Elements Guidance Notes](#).

Once completed, please submit the HERA Role Outline Form to the job.evaluation@brunel.ac.uk inbox copying in the relevant HR Business Partner. With support provided by the HRBP, the HR Reward Team will review the request and ensure that all relevant paperwork has been received.

The HR Reward Team will set up a HERA Evaluation Panel to evaluate the new post.

We undertake to evaluate roles and provide the feedback to the HR Business Partner within **30** working days.

Job Evaluation requests will be dealt with in a chronological order in accordance with the date received providing all the necessary documentation (as outlined above) has been completed and supplied.

Re-Grading Roles

Where a line manager, or individual role holder, has identified that a role may have altered on a permanent basis, an application can be made for the role to be re-graded with support from the HR Business Partner.

The applicant will be required to provide evidence in their application that the scope (duties and responsibilities) of the job has increased since it was last graded and give demonstrable examples of their activity at this level.

If more than 50% of the current HERA scoring elements have changed this may be deemed that the substantive post no longer remains and a new role is required.

It is important to recognise that it is the changes to the job that is evaluated, not the performance of the individual fulfilling it.

Before submitting your application please complete the required paperwork

- Signed Re-grading Application Form
- Original JD with tracked changes (with organisational chart)
- Original HERA 14 elements with tracked changes (if available)

Once completed, the HR Business Partner should submit all above paperwork received from the line manager to the job.evaluation@brunel.ac.uk inbox, where the HR Reward Team will review the request.

The HR Reward Team will arrange for a HERA Evaluation Panel to take place.

We undertake to evaluate re-grade roles and provide the panel feedback to the HR Business Partner within **30** working days.

The process relating to this is fully detailed in the [HERA Regrade Policy](#). You are encouraged to talk through any possible regrade submissions with your Human Resources Business Partner, as there may be implications on other roles within the Department. The HR Reward Team are also available for further guidance.

Re-organisation & Change of structures

In the circumstances of re-organisation, after consultation with Rewards your Human Resources Business Partner will include the right timeframes in the process to ensure that any roles that are impacted can be evaluated in good time. The HERA Evaluation Panel will require the approved Business Case to support the new structure, which will assist in defining the changes being made.

Furthermore, for the purpose of new roles or roles with significant change, the [HERA Role Outline Form](#) will be required for the evaluation panel.

In the event that roles are not being changed, or the changes are minimal, it is recommended that these Job Descriptions be shared with the Rewards team to retain up to date role profiles – ideally the HERA Role Outline Form (with tracked changes where these are already in place) should also be submitted.

Job Title changes

Where the role outline remains the same, however you wish to change the Job Title, please forward this request, with an explanation for the change, to the job.evaluation@brunel.ac.uk for consideration.

Job titles do not have an impact on the role grading, however, we do aim to ensure consistency in titles, and therefore job titles cannot be changed without Human Resources confirmation.

We undertake to evaluate title change requests and provide feedback to the Business Partner and Line Manager within **10** working days.

Training HERA role analysts will be provided on an annual basis. Only employees have undertaken the training will be asked to attend HERA Evaluation panels.

If you have any questions regarding HERA, please contact your Human Resources Business Partner or the HR Rewards Team in the first instance.