

JOB EVALUATION PROJECT

Report to the SCG

For SCG Consideration:

- Outcome of the EA 2006-09 was to engage the services of an organisation that are experts in job evaluation to align job evaluation ratings for positions within the level 10 salary bands. Level 10 is composed of 4 bands with incremental steps in each band.
- The University sought a methodology that would provide objective, fair and equitable measurement of the work value of positions; and appropriate placement of positions within the current classification system.
- The Hay Group was chosen to consult on this project as it has a wealth of experience in providing Job Evaluation services both nationally and internationally. It has worked with a number of Australian universities and has a good understanding of the university sector and its jobs. The Hay Job Evaluation method is an accredited and well established job evaluation methodology and process.
- The core project goals were to determine benchmark relativities and to determine the range of Hay points that are aligned with the 4 bands within the HEW Level 10. Hay also provided training in the methodology to selected staff with Human Resources.
- Benchmark roles were identified and Hay Group conducted one on one interviews with key managers. 30 positions were evaluated to determine work value for a cross section of positions in HEW Level 10.
- Point ranges for HEW level 10 bands were determined and benchmarked positions were slotted into appropriate bands. Of the 30 positions evaluated, 2 were identified as needing reclassification to a higher band within the Level 10 classification and 4 positions were identified as being classified 1 band higher than necessary.
- The 2 positions identified as being under evaluated have been reclassified to the appropriate level. The current incumbents of these positions were certified by their managers as operating at the appropriate level for the new classification and have been appointed to the higher salary level.
- The incumbents of those positions, which were identified as being at a lower classification level, will be maintained at current salary levels. Positions will be reviewed when the current incumbent vacates the role.
- Overall the Hay Job Evaluation Method produced, within a small margin of error, the same number of gradings within each band. We believe that the changes in HEW levels identified by the Hay method were justified and that it

provides the University with a system of classification that more accurately identifies differences between roles.

- On the results achieved we believe the Hay Job Evaluation Method is suited to evaluate level 10 roles.

- Points ranges are:

880 or >	Level 10 Band 4 and Senior Executives
735-879	Level 10 Band 3
638-734	Level 10 Band 2
551-637	Level 10 Band 1
550 or <	Level 9 (use General Staff Descriptors to evaluate)

