

12 February 2024

## **Information regarding Job Evaluation for Assistant Support Services Manager**

### **Questions:**

Under the Freedom of Information Act, we would like to request the following information:

Following the Outcome of the Assistant Support Services Manager - Agenda for Change Desk Top Evaluation in March 2016 we request details/copy of the evaluation assessment of the agreed job description.

We also request details/copy of the full matching evaluation for the new post Assistant Support Services Manager provisionally Banded as Band 5, which was completed after the settling in period (6-12months), please confirm when and who under took this evaluation, as per email below:

2nd March 2016 – Agenda for Change Desk Top Evaluation

“I can confirm that I have duly sought to obtain details/copy of same as requested and been advised by the Agenda for Change Team, Human Resources that this information is not available for circulation. I have been further advised that this is because the desk top evaluation provides for a provisional banding, pending full matching after a settling in period; usually 6-12 months, while the new position has time to become established.”

We also request a copy of the National Job Profile used to job match the new post Assistant Support Services Manager provisional Banding, Band 5. A request for a copy of the Quality Impact Assessment and Consistency Checking undertaken during the settling in period of the new post, which was due to be completed as part of the PCSS Restructure Process 2015/2016.

### **Belfast Trust Response:**

Please see attached, as requested, a copy of the:

1. Matched job report completed when the post was provisionally banded on 2 March 2016. (Attachment 1)
2. National profile used by the matching panel to provisionally band the post on 2 March 2016. (Attachment 2)

12 February 2024

The date order of when action was taken/required and who was required to take the action is included in the table below:

Date	Action Taken/Required	Action By/Required By
2/3/2016	Assistant Support Services Manager post provisionally matched	Job Matching Panel
Post recruitment	<p>Section 5.3 of the AFC Job Evaluation Handbook states: <i>'After recruitment, the organisation should allow a reasonable period of time for the job to 'bed down' and this may vary according to the nature of the job. Some posts may need a period of a few months, while others may be subject to seasonal variations requiring a full year to determine the full job demands. Once the full demands of the post are clear, the post[1]holder and/or their manager should review the job description and, if any changes are made to it, the job evaluation outcome must be reassessed using the matching or evaluation procedure as appropriate. The standard procedure for this reassessment, either by job matching or evaluation panel, should be followed. This includes checking that the outcome is consistent with other similar jobs on a factor by factor basis.'</i></p> <p>In this particular case, no request for the post to be reassessed was made to the Pay Modernisation team, indicating that post holder (s) and/or their line manager were content that no changes were necessary requiring a reassessment of the post.</p>	Post holder(s)/Manager
2/10/2023	Changed job application was submitted to the Pay Modernisation Team.	<p>The revised Job Description and associated documentation is agreed with the post holder(s), relevant Trade Union Representatives (where applicable) and the relevant / designated line manager.</p> <p>All documentation has to be authorised and signed off by the relevant Co-director.</p>
Ongoing	The changed job application is due to be assessed by a panel and then consistency checked/quality assured.	Job Matching Panel/Job Evaluation Leads

**12 February 2024**

The process for the application received on 2 October 2023 is ongoing. We do not therefore have any records of a panel outcome or quality assurance / consistency checking as yet.