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Estates Department Posts, Job Descriptions, JAQs, and Core Job Evaluation Records

1. Job Descriptions & JAQs (Existing Versions Only)

Please provide the existing versions - draft or final - of the following:

- **Estates Divisional Manager Operations (Band 8B – 2016)**
See attached, document 1
- **Estates Divisional Manager Operations / Assistant to Head of Estates (2024)**
See attached, document 2
- **Deputy Head of Operations**
See attached, document 1
- **Divisional Manager – Validation & Assurance**
See attached, document 3 (same JD as document 1)

And:

Any existing version histories or metadata already held (creation dates, revision dates, approvals). Provide in Excel format

No previous job description version histories exist in relation to the following posts:

Estates Divisional Manager Operations (Band 8B – 2016)
Estates Divisional Manager Operations / Assistant to Head of Estates (2024)
Deputy Head of Operations
Divisional Manager – Validation & Assurance

- **No new analysis is requested - only documents already created.**

2. Core Job Evaluation Records (Essential Set Only)

For the JE process relevant to the above posts, please provide:

- **Roles/bands (not names) of panel members**
- **Dates of JE panel meetings**
- **JE scoring sheets (factor scores, panel comments)**

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Position	Role/Band of Panel Member	Dates of JE Panel Meeting	JE Scoring Sheets
Estates Divisional Manager Operations (Band 8B – 2016)	One management side job evaluation lead and one trade union side job evaluation lead	28 April 2008 and 20 May 2008	See attached, document 4
Estates Divisional Manager Operations / Assistant to Head of Estates (2024)	Two management side trained matchers and two trade union side trained matchers and consistency checked by one management side job evaluation lead and one trade union side job evaluation lead.	27 May 2025, consistency checking meeting 9 October 2025	See attached, document 5
Deputy Head of Operations	One management side job evaluation lead and one trade union side job evaluation lead	28 April 2008 and 20 May 2008	See attached, document 4
Divisional Manager – Validation & Assurance	One management side job evaluation lead and one trade union side job evaluation lead	28 April 2008 and 20 May 2008	See attached, document 4

- **Any national profile used, including documentation supporting the 663-point outcome**
See attached, document 6
- **Any review, reconsideration, or appeal material already held**
Not applicable, no review received

If these records do not exist, please confirm non-existence.

3. Confirmation of Whether a Single JD Was Applied Across Four Posts

Please confirm:

A. Whether the same JD and JE score were applied to:

- **Divisional Manager RVH**

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- **Divisional Manager BCH**
- **Divisional Manager Mater/N&W**
- **Deputy Head of Operations (a non-site-managing role)**
Yes, the same job description and job evaluation score was applied to the above posts.

B. If Yes, please provide any existing documentation justifying this decision (e.g., rationale, equivalence assessments, or internal correspondence).

See attached document 7b

C. Please confirm whether any of the four postholders were individually assessed (JAQ, interview, observation) or whether a single JD was used to represent all posts.

A single job description was used for all posts.

D. Documentation explaining the rationale for the inclusion of the post of Deputy Head of Operations - a non-site-managing role.

See attached document 7a

If these records do not exist, please confirm non-existence.

4. Governance & Protocol Compliance (Existing Documents Only)

Please provide:

- **Any documentation confirming Co Director / Head of Department sign-off (as referenced in Protocol 2.6/2.7)**
See attached, document 7a and document 8
- **Any documents evidencing trade union, director, or managerial consultation relating to this JE process**
Evidence of managerial consultation as required by the JE procedure and policy is the same document provided above. See also document 7a

If these records do not exist, please confirm non-existence.

5. Internal Benchmarking & Comparative Analysis

Please provide any existing documentation showing benchmarking or comparison between the four posts and any of the following roles:

- **Head of Estates (Co-Director)**
- **Head of Estates Operations**
- **Head of Estates Projects**
- **Head of Estates Risk & Environment**
- **Head of Estates Strategic Investment**



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- **Co-Director Capital Planning & Redevelopment**
- **Head of Capital Planning**

There are no written records held of internal benchmarking and comparative analysis.

If no benchmarking or comparison was produced, please confirm this

6. Cost Limitation and Phased Processing

If any part of this request approaches the cost limit:

6.1 Please process items 1-4 in order, until the limit is reached.

Not applicable.

6.2 Identify the *specific* subsection(s) that exceed the limit.

Not applicable.

6.3 Provide advice and assistance (as required by Section 16 FOIA) to refine those items for a subsequent phase.

Not applicable.