

The following are additional clarifications or definitions to standard GLPC Job Evaluation Scheme's conventions (level criteria) applied by Leicester City Council. These are worded in red and those on in green being the latest proposed changes. These are incorporated in the scheme booklet.

Regularly: ¹ where it is not specified use at least once a month or a significant period of time each year, e.g. end year accounts (3months-each year).

Supervision

To award this there must be an average of at least 1 person being supervised regularly over a whole year. The staff number is the total averaged per post holder over a typical year and rounded down.

Temporarily assigned Less than full supervisory responsibility. This is used where there is less than complete supervision of LCC employees. This would apply where the post holder would not undertake formal staff appraisals, disciplinary, grievance, capability procedures, but would assign, train, coach and check the quality of work performed.

Contractors/Volunteers Where the detail work is unspecified there is full supervision by the post holder. Excludes those working within a contract for a specific piece of work or who have their own supervisors.

Area of Work – C&D. Groups of Staff – excludes Admin staff supporting the post holder's area.

Creativity- Degree

-F Ground Breaking¹ where the post holder is the main instigator and lead of a major change which introduces a new way of working to LCC_or a major service

Contacts & Relationships

- **I Interviewing:** ¹ must be an essential part of the role where results are documented, i.e. by extracting and recording salient information.

- **J Handling Client Relationships.** ¹ This can include other sections or divisions who the post holder provides a service for, excludes suppliers who supply services or goods. The post holder must regularly 'work for' or 'advise' them, i.e. not just has a relationship with.

- **K Conflict:** ¹ must show that the post holder is regularly expected to resolve by finding a solution, i.e. not investigation, just calming down or 'quoting the rules'.

- **M Presentations:** ¹ Must be 'regular'. Excludes resending service plans, proposals, progress, papers, etc., to DMT, CMB, Mayor, Committee, etc.

Decisions- Areas of Discretion

- **J Deciding fundamental changes:** Ratification of decisions, where required, will be at chief officer/elected member/director level.

"Fundamental to council" ¹ - must impact working practices or services in divisions other than their own.

"Others" are employees below director level.

Resources

Cash: applies for electronic financial transactions which the post holder personally sets up or; vouchers or electronic cards, etc., handled personally which can be exchanged for goods or services. Excludes authorising payments.

- Small: handling/transacting at least £50/day or £250/week, or £1000/month, or £12,000/year or personally responsible for a float of vouchers/cash kept at a minimum value of at least £100.

- Moderate at least £7000 per day on average.

- Large: typically at least £50,000 handled at any one time on a recurring basis.

- Major: over £200,000 in a single transaction at least once a year.

Plant & Equipment The plant or equipment is used personally, controlled or maintained by a post holder as part of their regular work. Office equipment, or devices in general public use, are excluded, e.g. photocopiers, PC laptops, tablets, smartphones, PDA's, etc.

- Small items of equipment: Hand tools, e.g. drill, street sweeper's broom & barrow, standard lawnmower, tool bag, etc.

- Smaller plant, vehicles, machinery: e.g. van, car, ride-on lawnmower/street sweepers, minibus, cycles etc., which will be used at least 3 days a week, pool/lease cars are excluded
- Larger items of plant and machinery: e.g. refuse truck, mobile library, tractors, gulley interceptor vehicles, lorries, etc.

Stock/Materials Stock is taken to be 'consumable' items such as controlled stationary, e.g. legal stationery, marriage certificates, parking permits, fuel, food, etc. Excludes stock kept in stationery cupboards or their like unless the post holder is the sole person controlling and securing access and distribution.

Materials are items that the post holder is personally responsible and uses in the course of their job i.e. building materials, chemicals, copper pipes, electrical components etc. which must be kept secured by the post holder e.g. in their vehicle, a store room, etc.

Data -

- Low: This level will identify those posts responsible for the proper use, safekeeping, maintenance, updating, etc., of data/information in computer or manual filing systems.
- High: This level will identify those posts responsible for the proper use, and personal safekeeping, etc., of a complete data/information systems, i.e. the post holder's own duties must include configuration/re-configuration or, the security, backup & data recovery/repair, of a complete system. Normally this is attributable to ICT staff who maintain systems' daily backup and recovery. Excludes management ownership/ responsibility of systems, including updating or data maintenance.

Buildings - The job must require a responsibility for buildings or a site which is PERSONAL TO THE POST AND IDENTIFIABLE TO THEM INDIVIDUALLY i.e. the post holder's own regular duties include the day to day security or repair, maintenance, refurbishment, etc., of a building's infrastructure or the arrangement and personal oversight of that work.

Excludes management responsibility of a building, and/or key holding by itself, and/or first one in, last one out' and/or emergency callout/evacuation duties.

- small: e.g. portacabin, single room premises, or full responsibility for part of a moderate size building, e.g. formal out of hours deputising.
- moderate: e.g. satellite office, small building, small school, or full responsibility for part of a major building, e.g. formal out of hours deputising or having full responsibility for part of a major building.

If a post has a responsibility as defined in the convention for 'buildings' but it is shared with another job role, the level of the award should be reduced one level.

Work Environment

Physical Demands -

C. Substantial physical effort – includes walking around for substantial periods.

'Intense' includes lifting people, regardless of weight or age, recognises that children, particularly those with restricted mobility, can be difficult to move.

Conflicting Priorities / Resource Needs

The post holder must have authority to change service priorities themselves and/or can re-assign or bring extra resources to bear on an issue. Excludes the post holder's own priorities.

Physical Effort – IT

B. Moderate: less than 65% of each day

C. High: 65% -85% of each day

D. Constant: more than 90% of each day and at least 60% keyboard usage.

Work Environment - Working Conditions

Disagreeable Conditions

- H. Unpleasant: e.g. those associated with personal care duties, can be used for 'other' unpleasant conditions, e.g. dealing with spent needles, faeces, etc.

Depth & Breadth of Knowledge

-F Diverse Range of Disciplines/Subjects: ¹ The post holder must be the 'lead' in those other subjects/area/disciplines, i.e. not just a good working knowledge or involved with them.

/cont

Operational specialisms

People Management, Budget Management, Property Management and Project Management

Good Standard of Practical Knowledge awarded for those whose role incorporates these specialisms at a rudimentary control level, e.g. 1st level supervisors, team/project leaders, etc.

Detailed level can be awarded if there is evidence of regular multiple complex operational issues and situations expected to be regularly handled by the post holder, e.g.

People Management: where the role has multiple teams with high incidences of people or re-organisation issues. Normally not awarded at 1st level supervisor level.

Budget Management: where the role has many volatile and varied budgets to build, control, change, report and advise others on, and/or a highly volatile mix of funding and/or traded service income streams to manage and manipulate each month.

Property Management: where the role has a mix of buildings to find or manage the build of or change the use of, and/or is expected to advise other services on the use, refurbishment, re-use or maintenance of their buildings.

Project Management: where the role regularly needs the full range of project management skills and knowledge i.e. setting up, managing, re-prioritising, changing and reporting on time, cost, staff, deadlines and issues of a major project.

Advanced level: Where the role is expected to be an expert, or one of small number of experts cross the council or within a division and whose decisions or advice would not be questioned. Note: that this would be a rare award outside of the support services that already provide expert advice on these e.g. HR, Finance, Property and Transformation sections.

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