

**University of Otago**  
**JOB EVALUATION COMMITTEE**  
**TERMS OF REFERENCE**

**PURPOSE**

The purpose of Job Evaluation is to produce a fair and equitable level for all Scale 1 positions within the University of Otago General Staff Collective Employment Agreement and the Individual Employment Agreement equivalent.

The role of the Job Evaluation Committee is to gain an understanding of the positions and to evaluate positions in an impartial and objective manner.

Job Evaluation determines the *level* of a position and differs from the Remuneration Policy which determines *placement* in the level on appointment and differs from the General Staff Annual Salary Review Policy which determines *movement* within a level.

**CONFIDENTIALITY (Committee Members)**

The Job Evaluation Committee agrees that all matters relating to Job Evaluation remain confidential to the Committee and information is not discussed, copied or disseminated outside of the Committee.

**CONSTITUTION OF JOB EVALUATION COMMITTEE**

HR Manager, Remuneration and Promotions, Human Resources Division will take the Chair as a full member of the Committee.

**Chair**

In the absence of the chair, the Committee will nominate an interim chair for approval by the HR Director.

Five in total consisting of;

**Management  
Representatives**

- 3 from Dunedin,
- 1 from Christchurch School of Medicine & Health Sciences,
- 1 from Wellington School of Medicine & Health Sciences.

**Union  
representatives:**

The unions have the option to provide a minimum of 6 union representatives with at least one representative from each of the General Staff unions.

**Non-  
management &  
union Reps**

Up to two non-union or management representatives may be included.

Administrative support will be provided by Human Resources. This role is not part of the Committee membership.

### **Changing membership:**

The HR Manager, Promotions and Remuneration is by appointment the Chair of the Committee. In their absence the Committee will nominate a member for approval by the HR Director.

All other Job Evaluation Committee members are appointed for a minimum term of 3 years.

A committee member will have been deemed to have resigned if they have not contributed to 6 consecutive meetings, excepting extenuating circumstances or where approved University leave.

### **Committee Vacancies**

In the event of a vacancy on the Committee, the following process will occur.

If the vacancy is from the Management representatives, Human Resources will ask for expressions of interest from that group of staff.

The appointment of Union representatives will be made in consultation with unions.

Appointments will be made by the Director Human Resources, in consultation with the Committee and appropriate individuals. New members will be appointed to the Committee after appropriate screening.

When choosing appointees to the Committee, care will be taken to ensure that, as far as possible, the Committee represents the occupational classifications of positions subject to evaluation together with a gender balance.

New committee member will be trained as the need arises due to resignation of a representative of a particular area.

### **Quorum:**

A quorum shall comprise of five members of the Job Evaluation Committee including the Chair.

### **Responsibilities of Human Resources:**

- To co-ordinate and organise meetings.
- To facilitate Committee meeting.
- To train Committee members.
- To advise Job Evaluation outcomes.
- To facilitate the appointment process for new Committee members.
- To collect statistical information and provide an annual report to the Vice-Chancellor, Director, Human Resources and Job Evaluation Committee members.

## **COMMITTEE PROTOCOLS**

### **PROCESS**

1. All permanent positions or fixed term positions of more than 3 months will be considered by the Job Evaluation Committee.
2. The position is evaluated now, not as it has been in the past, nor as it might be in the future.
3. Only the position is evaluated, not the position incumbent. The Committee assumes that every job is being performed competently.
4. The information on which the job is evaluated is contained within the job description. Where clarification is required, Human Resources or a nominated Committee member will gather further information from the manager of the jobholder.
5. Agreement on evaluations will be by consensus, following the prescribed Job Evaluation system. Where the Committee reaches an impasse, and has received all information required, the Chair may ask the Committee to consider putting the matter to a vote.
6. A committee member must leave the room when their own or a staff member who is a direct report position is being evaluated.
7. A committee member will declare any perceived conflict of interest.
8. Matters of concern with the practice and process of the Committee be addressed to the Chair who will place on the next agenda.

### **DOCUMENTATION**

#### **Job Descriptions**

1. Where there is an incumbent in the position they, and their supervisor, must have signed the Job Description before it can be put to the Committee.
2. Human Resources will provide a copy of the previous job description and profile as part of the agenda. Where no previous job description exists and there is an appropriate comparator, this will be provided. A comparison of the changes between the old and new will be undertaken.
3. An organisational chart must be provided.
4. A covering memo outlining the context for the position

**Agendas:**

Agendas will close the Monday the week prior to the meeting (normally a Wednesday). Committee members will be forwarded agendas no later than the Thursday before the meeting.

**Manuals:**

Each Committee member will receive a Job Evaluation Manual. Job Evaluation Manuals are to be used only by the Job Evaluation Committee and must not be made available outside of the Committee.

**COMMUNICATION OF OUTCOMES**

There will be no communication of outcomes from the Job Evaluation Committee to other staff. All communication regarding outcomes will be made by Human Resources.

To preserve the integrity and independence of the Job Evaluation system individual's position points will not be advised. The full points range of each band can be advised in conjunction with the remuneration data for the band.

**APPEAL**

A Head of Department or Dean or job holder may appeal within one month of the date of written notification from Human Resources communicating the decision of the evaluation of a position where it is subsequently found that all relevant position information was not included in the job description.

Approved

Vice-Chancellor