



The Scottish Parliament  
Pàrlamaid na h-Alba

# Grading and Classification of Staff

Rangachadh is Ìreachadh  
Luchd-obrach

*28 September 2018*





Job Evaluation is a method of measuring the 'size' of any job against others in an organisation. The job is measured in terms of the actual requirements of the position, rather than the experience or skills possessed by the particular person in the job - that is, it measures the job, not the jobholder. Similarly, Job Evaluation should not be confused with performance management ratings or career advancement. It is concerned solely with evaluating the role, not with measuring or rewarding the jobholder's 'performance'.

Job Evaluation allows fair comparison of widely differing jobs, and it provides a measurement, usually in the form of a numerical score, by which this comparison can be understood. In this way, Job Evaluation provides a consistent and agreed framework to support management decision-making and HR policies in areas such as grading, pay and organisation structure.

The Job Evaluation system used by the SPCB is a factor-based system. This allows the evaluator to consider each job against a common set of factors, applying a series of factor definitions (some of which are expressed in hierarchical terms) to assess the 'size' of the job against each factor. The system measures a number of different aspects of the job:

- The knowledge and expertise required;
- The skill required;
- The requirement of the job to resolve problems;
- The accountability of the job (what it is responsible for);
- Mental effort;
- Visual attention
- Financial responsibility;
- Supervisory responsibility;
- Training period;
- Working conditions;

The grading structure for staff in the Parliament is:

**Grade 1**

**Grade 2**

Administration/Support

**Grade 3**

Junior Professional/Supervisory

**Grade 4**

**Grade 5**

Professional/Middle Manager

**Grade 6**

**Grade 7**

Senior Management

**Grade 8**

Assistant Clerk/Chief Executive

**Enquiries**

If you have any enquiries about job evaluation, please contact the Human Resources Office (ext: 86500).

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***For further information contact:***

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