



THE UNIVERSITY *of* EDINBURGH

Job Grading Policy

1. Policy Statement

The University is committed to equal pay for work of equal value. This policy explains how we assign jobs to our pay grade structure.

2. Scope

This policy covers all jobs which will be assigned to a University pay grade. It will be used to grade all new jobs and vacant, existing jobs where there has been a sizeable change in responsibilities and/or the knowledge, experience or skills to do the job.

3. Principles

Jobs will be graded by members of HR in line with the following underpinning principles:

- 3.1 requests will be considered fairly and consistently
- 3.2 jobs will be graded by a process of job matching to University grade profiles
- 3.3 job matching will be based on the knowledge, experience and skills set out in the job description.

4. Links to Other Relevant Policies and Guidance

It may be useful to refer to other relevant University policies and guidance documents from the [HR web pages](#).

[Grade Profiles](#)

[Job Description Guidance](#)

[Job Description Template](#)

5. Policy History and Review

Approval Date: 19 March 2020

Approved By: CJCNC

Year of Next Review: 31 December 2025

Job Grading Procedure

1. Requesting the grading of a new or vacant job

All new jobs must be sent to HR for grading. An existing job which has become vacant must also be sent for grading if there has been a significant change in responsibilities and/or the knowledge, experience or skills needed to do the job. Managers creating or reviewing jobs as part of a departmental restructure must seek advice from their HR Partner before continuing to follow this policy.

Managers must first discuss and agree the need for the new job, or changes to an existing job, with a relevant senior manager. Once agreed, the manager must:

- complete the [Grading Request form](#)
- prepare an up to date job description, in line with the University's Job Description Guidance
- update the organisation chart of the department, which includes job titles (no names) and grades for each role within each the team.

Where a grading is required for a vacant job, managers must also include the old job description with the submission. This will allow the grader to understand how the job has changed.

Managers must submit the grading request, with all of the required supporting documentation, to the HR Business Support team via email to jobgradingrequests@ed.ac.uk. When close comparator jobs exist, managers can also submit the job descriptions for up to three jobs to aid the matching process.

HR Partners will review the grading request and record the grade for the job. HR Business Support will inform the manager of the outcome. This will normally be within two calendar weeks of receipt of all required documentation, subject to the need for any clarification or additional information.

2. Job Matching Process

Grading requests will be considered by at least two HR Partners from the relevant College or Professional Services Groups. Each HR Partner will complete the job matching exercise independently, using the grade profiles, before assigning the grade. If they are unable to agree on a grade, another HR Partner will also do a job matching exercise. Where required, they will seek input from colleagues with specific expertise, knowledge and/or experience of the job. Grading decisions will be based on an up to date, agreed and authorised job description and organisation chart.

If the role is a Grade 10 job, a further job matching exercise must be carried out by the HR Reward Team. The outcome will be shared with the respective member of the Senior Leadership Team or Head of College for information.

The HR Partners will record the reasons for the job grading decision. HR Business Support will inform the manager of the outcome. This will normally be within two calendar weeks of receipt of all required documentation, subject to the need for any clarification or additional information.

If a manager does not agree with the assigned grade they should arrange to meet with their HR Partner to discuss the reasons for the grading. Should revisions be made to the job description as a result of this discussion, the revised job description must be resubmitted for grading. The outcome of this grading will be final.

3. Quality assurance

The HR Reward Team will organise and coordinate an annual quality assurance exercise for jobs from across the University. The Reward Team will:

- propose an appropriate sample size based on the number and types of jobs graded and regraded in the previous 12 months
- discuss and agree the sample size and profile with the trade unions
- convene a panel made up of staff experienced in job matching, including trade union representatives
- confirm the outcome of the exercise to the Heads of College/Professional Services.