

Guidance criteria to be met to attain a Grade O

Background

A new grade (Grade O) has been introduced to the NJC pay structure with effect from 1st April 2016. This is a local grade, set above the NJC maximum national grades but will still be linked to the NJC pay scale for purposes of pay awards. The purpose of this grade is to bridge the significant gap between NJC and JNC grades that existed previously. It also provides a structured framework where significant additional duties can be allocated to staff who are on the top of the N grade, but previously were not able to be remunerated.

Additionally, consideration will be given to the leadership required when considering the potential O grade role. To this effect, the leadership expectations of the Authority's Competency Framework will be taken into account.

Part of the rationale of creating an O grade is that the Authority has seen a reduction in numbers of Heads of Service and/or a merging of Heads of Service portfolios, whereby the duties of two Heads of Service are combined. The creation of an O grade therefore provides greater flexibility in the Authority's ability to allocate responsibilities. The creation of an O grade goes some way to replicate the previous framework that the Authority operated up to 2009 where it had Head 1, Head 2 and Head 3 identified roles.

Process

Prior to any consideration (evaluation process) initial discussions must be held by the Service Director with the Chief Executive and the Assistant Chief Executive, so that expectation is managed prior to formal approval and submission to the Job evaluation process.

- ❖ The criteria for a post attaining a Grade O are as follows. In addition to scoring 765 points and above, the role must have a corporate influence and/or impact county-wide across large numbers of people.

Additionally, consideration must be given to the factors below:

- ❖ Job must be evaluated under the GLPC job evaluation scheme by the job evaluation team and must attain a minimum of 765 points.
- ❖ The role undertake duties of a leadership nature at a high level within the service, and the functions are not undertaken by the Chief officer e.g. where there is no Head of Service, and the individual reports to the Chief Executive, Director or Assistant Chief Executive, or where the duties have been delegated by a Chief Officer.

- ❖ The postholder is expected to provide advice to Council on high level complex matters with major implications for the Council, or which require a responsibility to act on behalf of the Council that could commit the authority to a course of action involving substantial impact on resources.
- ❖ The post holder will have continuing responsibility for reviewing important policy service practice and provision affecting the whole Council.
- ❖ The role requires the employee to act on behalf of the Authority in a decision-making capacity.
- ❖ A statutory responsibility is undertaken.
- ❖ A joint funded post for two or more organisations.
- ❖ A post with senior level, strategic impact across partner organisations.
- ❖ The role fulfils the 'Lead' Level of the Authority's competency framework, with the postholder supporting the development of a culture of innovation & learning, openness, appreciation, and trust, focussed on the needs of the customer. They will be accountable and be a role model of excellent standards of behaviour. They will provide a clear direction while working strategically across boundaries and represent our organisation based on our values.
- ❖ In accordance with the Authority's Pay Policy, the evaluations of any O grade will require formal endorsement of the Chief Executive and the Assistant Chief Executive. This endorsement will take the form of an Evaluation Proforma and will require the signatures of both the Chief Executive and Assistant Chief Executive.