**SUBMIT COMPLETED & SIGNED FORM TO:** [**jobevaluation.scheme@hse.ie**](mailto:jobevaluation.scheme@hse.ie)

***(Include all relevant documentation, per page 19)***

**Job Evaluation Application Form**

## for

**Clerical and Administrative Grades**

## in

**Health Service Provider Agencies Grades III to VI**

**Applicant Check List Prior to sending:** Org Chart

Reporting Relationship Chart Original Job Description

Line Manager Sign Off

Senior Manager (Grade VIII and above)

Authorised Fin. Guidelines

REO Approval Form (to be arranged by Line/Senior Manager)

### Introduction

* Job evaluation is a systematic process for assessing the relative size of jobs both within and across organisations. In order to assess the size of a post the Job Evaluators require clear, comprehensive and accurate information on the key aspects of the post. The objective of this Application Form is to facilitate the data collection process and to give you the opportunity to outline, in detail, the nature of the current post to the Job Evaluators.

You will have the opportunity to discuss the content of your completed application with the Job Evaluators.

* The Application Form is structured to collect information on the post under the headings used for all posts under the remit of this Job Evaluation Scheme. They are as follows:

#### Professional & Technical Competence

* + **Problem Solving**
  + **Decision Making**

Type of Decisions

Impact on Decision Makers

#### Responsibility and Accountability

Leadership & Teamwork

Resources Management

Impact on Resources

#### Communications

Level of Contacts

Interpersonal Skills

Page 2 of 20

## When completing the Application Form consider the following:

* + It is important to note that the Form is concerned with job content - it is not concerned with the performance or particular skills of the individual postholder.
  + Envisage that you are describing the job to someone who is not familiar with your organisation.
  + Concentrate on the job you are required to do - not on yourself or your own attributes.
  + Describe the role as it is currently, not in terms of what it will, should or could be.
  + Describe the substantive post e.g. exclude `acting up' duties or `temporary' duties.
  + Concentrate on the typical job requirements, not one-off or rare events.
  + Give supporting evidence and examples where possible.

## Please ensure the following documentation is attached to your Application Form:

* + Organisation Chart.
  + Diagram/Chart of the post's reporting relationships.
  + Authorised job description for the post Authorised financial limits for the post

# Post Details

|  |  |
| --- | --- |
| Job Title |  |
| Current Grade |  |
| Department |  |
| Location |  |
| Employer Agency / HSE Area (if relevant) |  |
| Address |  |
| Line Manager Name \* |  |
| Line Manager Grade |  |
| Line Manager Contact No. |  |
| Senior Manager (Grade VIII and above)\* |  |
| Senior Manager Contact Phone No. |  |
| Senior Manager Email Address |  |
|  |  |

**\* Names must match signatures on page 18**

**Purpose of Post**

Using one or two brief sentences describe the function of the post

**Applicant**

|  |  |  |
| --- | --- | --- |
| This Job Evaluation Form is an accurate reflection of the substantive (excluding 'acting up' or temporary duties) post at this point in time. | Yes | No |
| I have read and understood the procedure and process for the request to have the post evaluated. | Yes | No |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This application is in category*\* (see details of categories on page 20)* (Tick one box only)  1  2  3  4  5 | | | | |
| For category 1, 2 or 3 applicants only: I have attached relevant documentation. | | | Yes |  |
| Grade, Job Title and Personnel Number | | | | |
| Home Address |  | | | |
| Email Address |  | | | |
| Mobile Phone Number |  | | | |
| How long are you in the **current** post?  You must be two years in this post to apply to have the post evaluated | \_\_\_\_\_ Years  \_\_\_\_\_ Months | **PROVIDE START DATE:** \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_ | | |
| Signature of Applicant |  | | | |
| Print Name |  | | | |

# Key Objectives of the Post

|  |  |
| --- | --- |
| Priority#1 |  |
| Priority#2 |  |
| Priority#3 |  |
| Priority#4 |  |
| Priority#5 |  |
| Priority#6 |  |

Please detail the key outputs required from the post

# Breakdown of Key Tasks

|  |  |  |
| --- | --- | --- |
| 1 |  |  |
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| 3 |  |  |
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100%

List below the main tasks performed in the normal course of the job. Please indicated if any task(s) is undertaken on a cyclical basis. If possible show the

proportion of time spent on each over the course of a working week totaling 100%. %

# Factor 1. Professional/Technical Competence

|  |  |
| --- | --- |
| The minimum standard of education necessary to undertake this job effectively? |  |
| The type of additional training, on-the- job training and short courses necessary to undertake the job effectively? |  |
| The type and length of previous experience necessary to undertake the job effectively? |  |
| The skills that are critical to undertake the job effectively? |  |
| Given the appropriate skills and experience (outlined above), how long would it take a new appointee to the post to become proficient in the job? |  |

This factor concerns key `inputs' (i.e. level of professional/technical competence) typically required to be able to perform the job to a competent (not expert) standard. Please note that this factor is not concerned with the professional/technical competence or experience possessed by the actual postholder(s) or detailed in formal recruitment specifications for the post. It is concerned with the level of professional/technical competence appropriate for the post at this point in time.

#### The Information provided in this section needs to be signed off by your Manager:

**Factor 2. Problem Solving**

This factor concerns the intellectual challenge of the work associated with the post. (i.e. the range and size of problems dealt with, the degree of analysis and judgment required and the degree of initiative and innovation involved in the post).

* *Initiative is defined as: the need to take action without being prompted by line manager(s);*
* *Innovative is defined as; the extent to which the post holder is required to embrace change and to find imaginative and far sighted solutions to major issues/problems.*

#### Please present examples of the typical problems the post is required to solve during the course of your work on a frequent basis (daily, weekly, monthly) and detail the following information:

1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Typical type of problem/ challenge requiring resolution | The type of information/data you need to collate in order to solve the problem | Type of analysis undertaken to resolve the problem | Do you have scope for initiative and innovative thinking when resolving the problem? Give examples; | Frequency (Daily / Weekly / Monthly/Yearly) |
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If you wish to provide any further information, please do so in this section

# Factor 3. Decision Making

This factor concerns the actual level of decision-making typically associated with the post.

* 1. **Type of Decisions** Please detail examples of the typical decisions you make on a frequent basis:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Typical type of decision that you make without referring to a superior for approval | | The guidelines or precedents available to you when making the decision | | The limit to your authority in relation to this type of decision. (i.e. the type of decision you would refer upwards for decision). | The area(s) of the organisation or service/ geographic area this type of decision affects | Frequency (Daily/ Weekly/ Monthly/ Yearly) |
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| **If you wish to provide any further information, please do so in this section** | |  | | | | |

## Impact on Decision Makers

#### Please present examples of the way in which the post influences key `decision makers' (i.e. supervisory and management grades) on a frequent basis. In the context of this particular Factor, the term `Influence' is associated with the influence of the post on decision makers not on the requirement to use influencing interpersonal skills.

***For example, the outputs or the information and advice presented to decision makers by someone in a technical post can have a significant influence on a decision taken at a higher level.***

|  |  |  |  |
| --- | --- | --- | --- |
| Typical type of information and advice you are required to provide to 'decision makers' in and outside of the organisation | The post (title) of the relevant decision maker/group of decisions makers | The type of decision that is influenced by the advice and information you provide to the decision makers | Frequency (Daily / Weekly / Monthly/ Yearly) |
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| **If you wish to provide any further information,**  **please do so in this section** |  | | |

# Factor 4. Responsibility and Accountability

4.1 Leadership & Teamwork

This factor concerns the extent to which the post involves teamwork and/or the responsibility to lead others (either internal and/or external to the organisation) in the achievement of organisational objectives at all levels.

#### Definitions:

**Teamwork includes**: contributing and collaborating with members of your own team and/or teams in other areas and disciplines in order to achieve a common objective(s). For example, attending team briefings and meetings, undertaking projects assigned to you by the team, organising team activities, providing guidance to a team on specific areas of work, supporting the work of a team.

**Leadership includes;** planning, directing and co-ordinating the work of staff, monitoring and reviewing work to ensure a consistently high standard, taking responsibility for the motivation, growth and productivity of staff, ensuring the well being of staff, sustaining morale, foster accountability within team(s) and disciplinary authority.

**4.1.1 Teamwork Role**

|  |  |  |
| --- | --- | --- |
| Please list the Team(s) you participate in (including your own team | Describe your role in the team | Frequency (Daily/ Weekly/ Monthly/Yearly) |
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| **If you wish to provide any further information, please do so in this section** |  | |

## 4.1.2 Leadership Role

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post(s)/Title to whom you report | Post(s)/Titles(s) reporting to you directly (include number in each post | Describe your Leadership role. (Reference definition above and give examples) | Post(s)/Titles(s) of indirect reports to your post (include number in each post) | Describe your Leadership role. (Reference definition above and give examples |
|  |  |  |  |  |

# Resource Management

This factor concerns responsibility/accountability for the **management** of resources/assets (excluding management of staff) assigned to the post. Resources/assets are defined in terms of the management of financial resources, physical premises, equipment, stock, data/intellectual property, information systems and other assets.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Resource managed | Describe the nature and level of the posts accountability for the management of this resource | | Approximate € value of financial resources managed and/or scale of other resources/assets managed |
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| If you wish to provide any further information, please do so in this section | |  | | |

# Impact on Resources/Assets

This factor concerns the posts responsibility for the effective **processing, support and maintenance** of resources/assets\* (excluding management of staff) that impact on one or all of the following;

* + - an area within an organisation
    - on an organisation-wide basis
    - across organisations
    - in a service area
    - on a geographic basis.

\*Resources/assets are defined as: financial resources, physical premises, equipment, data/information/intellectual property, information systems and other assets.

|  |  |  |  |
| --- | --- | --- | --- |
| List the Type of Resources processed, supported or maintained by the post? | What is the nature of the posts input/accountability (e.g. processing, support, control of use, maintenance, other). | | Describe the impact of your involvement with the resource within the organisation, on a service or geographic basis. |
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| If you wish to provide any further information,  please do so in this section | |  | | |

# Factor 5. Communications

This factor concerns the level at which your primary contacts\* operate, both inside and outside of the organisation, and the interpersonal skills\* required to fulfill the requirements of the post.

**5.1 \*Primary Contacts**: e.g. persons, representatives and groups you communicate with on a regular basis (i.e. daily/weekly basis). **5.2\*Interpersonal Skills:** e.g. the requirement to persuade, get buy in, negotiate, explain, build trust, ensure that service users are treated with dignity and respect, to maintain composure and a constructive attitude in the face of challenges.

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| --- | --- | --- | --- | --- | --- |
| List all the key contacts (both internal and external to the organisation) you are required to deal with on a regular basis to fulfill the role. | Type of Communication | | Purpose of Communications | Interpersonal skill required | Frequency (Daily/Weekly/ Monthly/Yearly) |
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| If you wish to provide any further information, please do so in this section | |  | | | | |

# Other Comments

Do you wish to make any further points to support your application?

# For Completion by Line Manager Line Manager

|  |  |  |
| --- | --- | --- |
| This Job Evaluation Form is an accurate reflection of the substantive (excluding 'acting up' or temporary duties) post at this point in time. | Yes | No |
| The Applicant has read and understood the procedure and process for the request to have the post evaluated. | Yes | No |
| The Professional/Technical competence described in Factor 1 is appropriate for the post under review | Yes | No |

|  |  |
| --- | --- |
| Grade & Job Title |  |
| Nature of management responsibility in relation to the Applicant's Post |  |
| Signature of Line Manager |  |
| Print Name |  |

**For completion by the Senior Manager (Grade VIII or above)**

|  |  |  |
| --- | --- | --- |
| Is it proposed to restructure the service in which this post is based within the next 12 months? | Yes | No |
| If so, is it appropriate to proceed with an evaluation request at this time? | Yes | No |
| I agree that the Professional/Technical Competence described in Factor 1 is appropriate for the post under review. | Yes | No |
| I hereby endorse the above request for job evaluation of the current substantive post (excluding 'acting up' or temporary duties).  I understand that any financial implications as a result of the recommendations of the job evaluation board has to be met from this agency's existing financial allocation | Yes | No |

Signature of Senior Manager:

Name of Senior Manager Date

Grade & Job Title

**For Attention of Senior Manager/ Line Manager**

**Please ensure the following documentation is attached to this Application Form**

Organisation Chart

Diagram/Chart of the post's reporting relationship

Authorised Job Description for the post (if available)

Authorised Financial limits for the post detailing level of expenditure post can approve

* National Director Approval Form **BLANK COPY INCLUDED BELOW** **Senior Manager is responsible for ensuring this form is signed.**

**AND IF RELEVANT**

Documentation relating to the application if the application is under category 1, 2 or 3 , as detailed on page 20 .

**Explanatory Note Regarding Categories For This Application**

In the initial phase of the Job Evaluation Scheme the following groupings will be prioritised:

1. Applicants who had made an application for evaluation at the time of suspension of the scheme in 2008 and whose application remains relevant. Applicants must be in the same post for which they originally applied.
2. Applicants to the long term acting regularisation process, within the grade comprehended by the scheme, who have been re-directed to the scheme by the arbitrator.
3. Applicants who have been redirected to job evaluation by outstanding third party recommendations.
4. Applications at the level of Clerical Officer.
5. All other applications within the grades comprehended by the scheme.

Documentary evidence **must be** provided for the application to be placed in categories 1, 2 or 3.

All applications will be placed in the fourth (Clerical Officers) or fifth category by default unless there is documentary evidence attached indicating that the application is comprehended by 1, 2 or 3.

**National Director Approval - Job Evaluation Scheme**

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Job Title + Grade** |  |
| **Work Address** |  |
| **Email** |  |
| **Line Manager Name** |  |
| **Senior Manager Name** |  |
| **Community Healthcare Organisation (CHO)** |  |
| **Hospital Network** |  |
| **Service Area** |  |
| **OTHER if none above apply** |  |
| **Division** |  |
|  | **CATEGORY (Circle One) 1 2 3 4 5** |
| ***Categories***   1. Applicants who had made application for evaluation at the time of suspension of the scheme in 2008 and whose application remains relevant. 2. Applicants to the long term acting regularisation process, within the grade comprehended by the scheme, who have been re-directed to the scheme by the arbitrator. 3. Applicants who have been redirected to job evaluation by outstanding third party recommendations. 4. Applications at the level of Clerical Officer. 5. All other applications within the grades comprehended by the scheme. | |
|  | **I admit this application to the Job Evaluation Scheme.** |
| **Signed National Director** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Print Name + Date** |  |
| **SUBMIT APPLICATION: The Application Form, accompanying documents and this sign off sheet, should now be submitted together to** [**jobevaluation.scheme@hse.ie**](mailto:jobevaluation.scheme@hse.ie) | |