

How to...Implement a Job Evaluation or Job Sizing Outcome

Following a job evaluation, job re-evaluation or job-sizing exercise, the HR Operations Team will inform the salary grade outcome to the relevant Head of Service, copied to the Line Manager, for final approval. When approval has been received by HR Operations Team, the Establishment Approval Process (EAP) consideration, can progress.

New Post Evaluation/Sizing

If the evaluation/job sizing has been carried out as a result of the creation of a new post, the manager should complete a [Vacancy Justification Form](#) and submit it to recruitment@pkc.gov.uk for EAP consideration.

A copy of the new Job Profile and the new post's 'Job ID' must be provided to the Recruitment team along with the Vacancy Justification Form. The Job ID is issued by the HR Operations Team as part of the job evaluation/job sizing outcome. **Note:** Job ID's are not required for promoted teaching posts.

For further information, please refer to the [How to...Advertise a Vacancy](#) on eric.

Existing Post Evaluation/Sizing

If an existing post has been re-evaluated/re-sized due to eg, a grading appeal, the manager must complete a [Change of Circumstances Form](#) and submit it to HR@pkc.gov.uk for EAP consideration.

For further information, please refer to the [How to...Make a Change](#) on eric.

Organisation Review or Service Restructure (Single Status posts only)

If the evaluation has been carried out as part of a larger organisational review or service restructure, HR Services can provide a spreadsheet template to complete for the area under review upon request. This will avoid the need to complete a separate Change of Circumstances Form for each employee involved. Once completed, the template should be returned to HR@pkc.gov.uk for EAP consideration.

The 'How To' links given in this document provide further information on the Establishment Approval Process and the consequent actions following consideration.