**Job Sizing Scheme - Advice Document for Managers**

Job Sizing is a management-initiated process of job analysis, assessment and comparison and it is concerned with the demands of the job, such as the skills, qualifications, knowledge and understanding, experience and the responsibility required to carry out the job.

As the Head of School/Unit/ College you may get requests from line managers and staff that their post should be a higher grade. It will be for you to consider if there have been material differences or changes that have arisen over the years that have shifted the level of responsibility attached to the role(s). This may have arisen due to a change in structure or a review of the overall structure of unit, or for some other organisations change reason. Job regrading would not arise because the role is simply just busier, in those circumstances the issue is resources not grading.

The application form is quite structured and targeted based on the elements of the post like that of the development of a job specification for the post. The Head of School/Unit/College should ensure that the duties and responsibilities that have changed are clearly outlined and shown in the application form.

The Managers submitting the application should:

* Read the policy and procedure to ensure that you are familiar with the content if asked by line manager, or individuals.
* Be familiar with the FAQs.
* Ensure if making an application that the form and all supporting documentation is attached with the application. Late documentation will not be accepted.
* Be truly clear in the application and supporting documentation what has clearly changed in the role to clearly demonstrate for the committee the various areas to be reviewed and considered.
* Avoid generalisations and be clear on the responsibilities.
* Avoid ‘cutting and pasting’ answers.

For existing posts that are currently occupied by an incumbent that are to be submitted for consideration by the committee, the role must have changed prior to the submission of the application.

If a manager has a post that they wish to change, then that would be considered a new post and should be assessed by the Grading Committee as that.

If a manager does not consider that the post has materially changed to warrant an application to the job sizing committee, then she/he/they should advise the individual staff member and line manager of the reason for the decision, giving as much detail as possible. This will help to alleviate any upset that the staff member may feel. This can be a challenging time for the individual staff member, and a difficult conversation for a manager to have but it will avoid any unrealistic expectations.

Once you have submitted an approved application form with the necessary documents, it will be considered by the job sizing committee.

The Head of School/Unit/College will receive a confidential report detailing the agreed scoring and grade for the role sized. This will be issued by HR no later than 3 weeks from the date of the Job Sizing Committee meeting to the Head of Unit/School/College who submitted the original application. The Manager will then notify the line manager and the UMT (University Management Team) Member on this communication.

Where the Job Sizing outcome relates to a role with a current incumbent, the current incumbent will be informed of the outcome by the manager. You will be required to communicate this to the individual at the earliest opportunity.

The outcome of the sizing for new roles will be communicated to the hiring manager who submitted the post for job sizing approval.

There is currently no appeal mechanism to the outcome of the job sizing decision. If a job sizing application for a post is unsuccessful, feedback will be given to the manager and a resubmission of the application will be accepted for the next Job Sizing Committee meeting.

**An Scéim Toisithe Poist - Cáipéis Chomhairleach do Bhainisteoirí**

Is próiseas anailíse, measúnaithe agus comparáide poist é Toisiú Poist a thionscain an bhainistíocht agus féachtar ann ar éilimh an phoist, amhail na scileanna, na cáilíochtaí, an t-eolas agus an tuiscint, an taithí agus an fhreagracht a theastaíonn chun an post a dhéanamh.

Mar Cheann Scoile/Aonaid/Coláiste d’fhéadfá iarratais a fháil ó bhainisteoirí líne agus ón bhfoireann go gcuirfí a bpost ar ghrád níos airde. Is fútsa a bheidh sé a mheas ar tháinig difríochtaí nó athruithe suntasacha chun cinn le blianta anuas a d'athraigh an leibhéal freagrachta a bhaineann leis na róil. D’fhéadfadh sé go dtarlódh seo mar gheall ar athrú struchtúir nó athbhreithniú ar struchtúr iomlán an aonaid, nó ar chúis éigin eile a bhaineann le hathrú eagraíochtúil. Ní thiocfadh athghrádú poist chun cinn toisc go bhfuil an ról níos gnóthaí, sa chás sin is ceist acmhainní seachas ceist grádaithe a bheadh i gceist.

Tá an fhoirm iarratais sách struchtúrtha agus tá sí dírithe ar ghnéithe den phost faoi mar a bheadh dá mbeadh sonraíocht phoist á cur le chéile don phost. Ba chóir don Cheann Scoile/Aonaid/Coláiste a chinntiú go bhfuil na dualgais agus na freagrachtaí atá athraithe leagtha amach agus léirithe go soiléir sa foirm iarratais.

Seo a leanas an méid atá le déanamh ag na Bainisteoirí atá ag cur an iarratais isteach:

* Léigh an polasaí agus an nós imeachta lena chinntiú go bhfuil tú ar an eolas faoina bhfuil iontu má chuireann bainisteoir líne nó daoine eile ceist ort.
* Bíodh eolas agat ar na Ceisteanna Coitianta
* Cinntigh má bhíonn tú ag déanamh iarratais go mbeidh an fhoirm agus na cáipéisí tacaíochta ar fad i gceangal leis an iarratas. Ní ghlacfar le cáipéisí tar éis an spriocama.
* Bíodh sé fíorshoiléir san iarratas agus sna cáipéisí tacaíochta cad atá athraithe sa ról chun go dtuigfidh an coiste go soiléir cad iad na réimsí éagsúla atá le hathbhreithniú agus le breithniú.
* Seachain ráitis ghinearálta, bíodh sé soiléir cad iad na freagrachtaí atá ann.
* Ná bí ‘ag gearradh agus ag greamú’ freagraí.

Maidir le poist a bhfuil daoine iontu faoi láthair agus a chuirtear faoi bhráid an choiste lena mbreithniú, níor mhór go mbeadh athrú tagtha ar an ról sular cuireadh an t-iarratas isteach.

Má tá post ann ar mian le bainisteoir athrú a dhéanamh air ghlacfaí leis gur post nua é sin agus ba cheart gur mar sin a dhéanfadh an coiste é a mheas.

Mura measann bainisteoir go bhfuil athrú suntasach go leor ar phost le go bhféadfaí iarratas a dhéanamh chuig an gcoiste toisithe poist, ba chóir dó/di an chúis atá leis an gcinneadh sin a chur in iúl don chomhalta foirne (agus don bhainisteoir líne), agus oiread sonraí agus is féidir a thabhairt. Cabhróidh sé seo le haon mhíshuaimhneas a bheadh ar an gcomhalta foirne a mhaolú. D’fhéadfadh sé go gcuirfeadh an méid sin as don chomhalta foirne, agus go mbeadh sé deacair ar an mbainisteoir an comhrá seo a bheith aige/aici ach chiallódh sé nach mbeadh daoine ag súil go dtarlódh nithe atá míréalaíoch.

Nuair a bheidh foirm iarratais cheadaithe mar aon leis na cáipéisí riachtanacha curtha isteach agat, déanfaidh an coiste toisithe poist í a bhreithniú.

Cuirfidh an Ceann Scoile/Aonaid/Coláiste tuarascáil rúnda ar fáil ina sonrófar an scóráil agus an grád a comhaontaíodh don ról a ndearnadh toisiú air. Cuirfidh AD (Acmhainní Daonna) é seo ar fáil don Cheann Aonaid/Scoile/Coláiste a chuir an buniarratas isteach, cuirfidh an té sin an bainisteoir líne ar an eolas faoi agus cuirfear cóip den chumarsáid sin chuig an mBall UMT (Foireann Bainistíochta na hOllscoile).

Má bhaineann toradh Toisithe Poist le ról atá ag duine faoi láthair, cuirfidh an bainisteoir an té atá sa phost faoi láthair ar an eolas faoin toradh. Bheifí ag súil go gcuirfeása an t-eolas seo in iúl don té sin.

Cuirfear toradh an toisithe ar róil nua in iúl don bhainisteoir earcaíochta a rinne iarratas ar thoisiú poist a cheadú don phost.

Níl aon mheicníocht achomhairc ann faoi láthair maidir le toradh cinnidh toisithe poist. Mura n-éiríonn le hiarratas ar thoisiú poist, tabharfar aiseolas don bhainisteoir agus glacfar le hathiarratas ag an gcéad chruinniú eile den Choiste Toisithe Poist.