

Dear Academies,

From 7th January 2019 Oxfordshire County Council are introducing a full cost recovery of providing Job Evaluation. As an Academy, you are entitled to set your own policies and introduce and administer your own job evaluation scheme, but I know that many have continued to apply the OCC scheme. This service is now being offered at the following cost:

Ad Hoc / Re-Evaluation of a role - £110 a role

Restructures (Restructures with 5 or more roles) - £160 a role

These costs factor in the initial preparation time, the time of those attending the job evaluation panel and overhead fees.

You may access an Informal Appeal, which allows for errors of scoring or misunderstandings to be resolved through this process. You must agree an informal appeal and submit additional information (a form will be provided). There is no additional cost for Appealing, but there will be no access to a Formal Appeal.

Please remember, when submitting a post or posts for evaluation that you must submit the job description, the original JD (where applicable), Selection criteria (new and original version where applicable) and a structure chart to hradvisedesk@oxfordshire.gov.uk. You may also be asked to complete an additional form providing additional details of the role.

If you wish to submit an informal appeal, please notify the HR Advice desk who will share the relevant forms with you.

There are also standard models of graded jobs that can be found here for teachers

<https://schools.oxfordshire.gov.uk/cms/content/job-descriptions-teachers>

And here for support staff

<https://schools.oxfordshire.gov.uk/cms/content/job-descriptions-support-staff>

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