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Job evaluation at the University of Huddersfield

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# **JOB EVALUATION AND THE IMPACT ON H.E. LIBRARIES**

CASE STUDY 2 :  
UNIVERSITY OF  
HUDDERSFIELD.

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Head of Library Services

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# This presentation will cover

- Brief overview of Huddersfield University Library Services
- Hay job evaluation exercise 1998
- Hay job evaluation exercise 2004/5
- Summary of issues

# Library Services at the University of Huddersfield

- Post 1992 University
- Approx 17,000 FTE students
- Strong ethos of Widening Participation
- Library merged with Computing 2002
- Approx 160 staff in CLS
- Library 100 actuals, 66 FTEs
- Majority APT&C; 5 Academic-related; 3 senior staff

# Job evaluation since 1998

- Prior to 1998 in-house
- 1998 Hay scheme introduced for non-academic staff
- 2003/4 review
- 2004/5 Hay extended to academics



# 1998 Evaluation exercise - process

- Benchmarking of posts e.g. Library Assistants
- Generic job description (where appropriate) created for each post, by post representatives in liaison with line managers and colleagues
- Formal job evaluation by independent (non-library) panel

# 1998 Evaluation – outcomes (1)

- Most library staff benefited
- Amalgamated scales benefited library assistants
- Senior Assistant Librarians upgraded



## 1998 Evaluation – outcomes (2)

- Some posts de-graded e.g.
  - Cataloguers (appealed)
  - A.V. Technician (added duties)
  - Library Systems Officer (added duties)
- Amalgamation of scales reduced differentials, so managers on same grade as their staff
- Total salary bill increased



# Issues

- **Job evaluators must understand the job they are evaluating**
- Quality of documentation and terminology crucial
- Agreement of all post holders
- Market supplements? Scarcity of skills not recognised in Job evaluation
- Technician/IT skills not recognised

## 2004/5 Evaluation

- Extended to academics – including Academic Librarians – prior to Single Framework August 1<sup>st</sup> 2005
- Audit by Hay revealed some inconsistencies in evaluation of Technician/Computing posts
- Large sampling exercise planned for May 05

# Academic Librarians (1)

- Currently 'hybrid'- academic scale (Senior Lecturer); APT&C conditions (37 hour week)
- Concept of Academic-related to disappear
- Alignment to National Profiles for Academic staff
- Profiles include: Teaching and learning support, research and scholarship, communication, liaison, managing people, team work, problem solving, planning and managing resources etc.

# Academic Librarians (2)

- J.D. based on national profile criteria levels 2-4
- Emphasised expert knowledge, liaison with academics, work outside University
- Evaluated at equivalent to Senior Lecturer (level 3) but as non-academic
- Protected holiday entitlement up to 4 years



## Summary of issues for H.E. Libraries

- Training for library managers in J.E. scheme
- Ask Personnel to explain scheme to staff, esp. breadth versus depth of activities
- Securing agreement of post holders requires sensitivity. Clarify terminology.
- Quality of documentation crucial
- Generic versus specific job descriptions
- Long term impact on budget