

JOB MATCHING PROCESS – SECOND TIER RESTRUCTURE 2017/18

Context of Job Matching Process

Scope

This process is solely for the purpose of matching employees to posts in relation to the Second Tier restructure.

Determining the management structure

Once a new structure has been proposed it will immediately be shared with all substantive Heads of Services.

Consultation with Trades Unions

Meaningful consultation with the Trades Unions will be undertaken throughout the process.

Steps in the Job Matching Process

Matching Pool - Eligibility

Job matching pools for Head of Service/Chief Official posts will be restricted to current Heads of Service.

Classification of posts for Job Matching

There will be 3 classifications for job matching:

- i) **‘Existing’ Posts** - are the same or very similar to jobs in the former structure.

It should be recognised that, in some cases, all the functions of an existing post may appear in a proposed role, however this will not constitute a direct match where there are also other functions present within the proposed job.

- ii) **‘Amalgamated’ Posts** – are changed posts which still contain substantial functions (defined as more than half) of the job in the former structure.

In this situation a ‘significant link’ will be established

- iii) **‘New’ Posts** – may contain limited functions of jobs in the former structure but are significantly different i.e. less than half the functions of the former job are contained within a new post.

In this situation no Director or Head of Service will be able to make a link to the new post, which may be held for redeployment purposes or advertised.

Establishing a Claim

Heads of Service who are within the relevant matching pool and considered to have a **direct match** would have a claim to **one** job in the new structure. This is also usually the case for most of those in the matching pool with a **significant link**. However, in very exceptional circumstances, where the functions of a job have been equally split in two, the current job holder may be eligible to make a claim to the two jobs into which those duties have transferred.

In the case of a **new post**, no Head of Service will be able to make a 'claim' on that post.

Direct matches and significant links will be identified by the Human Resources Service and the Heads of Service will be notified accordingly. Should a Head of Service wish to make a further claim, this will be done on the job matching form which will be attached to the notification of direct matches and/or significant links. The job matching form must be returned to the Chief Executive/appropriate Director within **3 working days** of issue to allow them to be assessed.

How Identified Claims will be Progressed

Where a Head of Service has a direct match established they will be confirmed in the post without the need for an interview or assessment meeting.

Where a Head of Service has a significant link to an amalgamated post, and they are the only candidate, an assessment meeting will take place. The assessment will discuss the new areas of the job portfolio to ensure that any development needs are identified. Following the assessment, and where there is mutual agreement that the identified gap in development is achievable, the Head of Service will be confirmed in post. For the sake of clarity, where the development gap is assessed as not being achievable, the Head of Service will not be matched to the job and in this situation (s)he will be subject to provisions of the redeployment process. Where a significant link has been established by two or more Heads of Service there will be a competitive interview.

Job Matching Interviews

Where appropriate, a matching panel will be arranged and conducted within **10 working days** of receipt of job matching claim forms.

Successful and unsuccessful candidates will be notified of the outcome of their interview within **two working days**.

Displaced Employees

For those who are displaced by the process, every effort will be made to redeploy them to other **suitable** roles.

Right of Appeal

A Head of Service will have a right of appeal against the job matching decision. An appeal must be raised in writing with the Chief Executive within **five working days** of being informed of the decision. An appeal hearing will be arranged as soon as possible and heard by a Director or the Chief Executive. A Head of Service will have a further right of appeal against the outcome of the Officer's

appeal decision to the Appeals Committee. Any such appeal should be intimated to the Clerk to the Appeals Committee within **five working days** of receipt of the appeal decision.