Job Evaluation Application Form

Library Assistant

Library Attendant

**Application Form**

**NOTE:**

**Sections 1 & 2 must be completed by the applicant and verified as appropriate in Section 3**

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| **Name:** |  |
| **Job Title** |  |
| **Current Grade** |  |
| **Reports to** | *Give job title, not name* |
| **Direct Reports**  *Employees that report directly to you, who are supervised by you, etc.* | *Give job titles, not names* |
| **Area** |  |

***Note: Job evaluation DOES NOT evaluate individual performance. It does not measure over or under performance of an individual within a particular role, nor consider the particular qualifications or qualities of an individual. It is the post that is being evaluated NOT the individual.***

***It is assumed for the purposes of evaluation that the post requires the stated level of knowledge and experience in order to fulfil the accountabilities of the role and met required performance levels.***

***Setting of performance targets and management of performance is through the Performance Development and Review Process. There is no requirement to include performance data, unless directly relevant to the stated accountabilities of the post.***

KEEP APPLICATION CONCISE.

***Section 1 Job Context***

|  |  |  |  |
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| **1. Job Purpose** | *Provide a brief overview of the job and the contribution that it makes. (In one or two sentences the basic reason why the role exists).* | | |
| **2. Key Accountabilities** | *The key accountabilities for each job will be specific to that job and will be agreed by the Line Manager.*  *These are listed, ideally, in order of importance.* ***Focus on what the job has to achieve rather than a list of duties or operating instructions****. Most staff will have between* ***4 to 8*** *main responsibilities.*  *Please allocate a percentage of time that is allocated to each of these. This should total to 100%.*  *Refer to the Role Profiles for guidance.*  *%time 1.*  *2.*  *3.*  *4.*  *5.*  *6.*  **Guidance Note:**  *The object of statements under this heading is to identify clearly the major parts of the work for which the role is accountable. This involves identifying the most significant responsibilities of the job which have a clear* ***end result*** *or* ***output*** *for the achievement.*  *A. Accountability statements are different to a list of tasks, actions and duties, because a whole series of these can contribute to one end result.*  *B. Accountability statements are timeless i.e. they do not change unless the job changes significantly.*  *C. In well structured jobs there are between FOUR and EIGHT principal accountabilities, which may cover such areas as supervising or co-ordinating as well as meeting specific objectives within the scope of the job purpose.* | | |
| **How has the role changed?** | *Outline the* ***substantive and material*** *changes to the role that have taken place – Refer to Role Profiles for guidance. Do not include changes in work volume, unless this has added additional co-ordination or supervisory responsibilities.* | | |
| **Key Working Relationships and Contacts** | *Outline the important relationships that the jobholder must maintain, In describing relevant relationship. Illustrate: daily contact..... On what? On what issues would you refer upwards? Attach an Organisational Chart – this chart should be full page A4 size, black and white only, job titles only with no individual names, and with “post for evaluation” clearly indicated.* | | |
| *Contact with whom?*  *e.g. Colleagues* | *Purpose, issues on which postholder must communicate?*  *e.g. Exchange of information* | *Frequency of contact?*  *e.g. Daily* |
| *e.g. Line Manager* |  |  |
| *e.g. Immediate subordinates* |  |  |
| *e.g. Colleagues* |  |  |
|  |  |  |
|  |  |  |
| **Dimensions** | ***What library process or sub process is the role accountable for?***  ***How is work performance measured?*** *(Statistics relating to work – volume/turnaround/quality/service/number of library users etc)*.  *Are you responsible for* ***Physical Resources****: for example* ***Information or information systems*** *(Manual or Computer) e.g. Files/Records, Supplies and/or stocks Stationery/Display of publications, etc*  *Are you responsible for* ***Staff Supervised*** *- number of staff directly reporting to the job holder (headcount number and full-time equivalent (FTE)); approximate number of indirect reports; approximate number of staff the job affects directly or indirectly \* may not be relevant for post, if not applicable state N/A.*  *Are you responsible for monitoring a* ***Budget? What is the value?*** *\* may not be relevant for post, if not applicable tick N/A*    N/A 🞎 Monitor 🞎 | | |
| **Job Context** | ***Describe what is the most difficult, complex or challenging part of the role and explain why.***  ***Give examples of problems that you encounter regularly and how you solve them***  *E.g. non-delivery of stock, difficult library service user, service delivery improvements, Are there existing procedures available/guidance available to assist with resolving these problems?*  ***Give typical examples of any unexpected problems or situations you have to deal with.***  *i.e. Unexpected problems or situations whose timing or occurrence may come as a surprise but which are actually covered by recognised procedures of which the role holder should be aware. E.g. Breakdown of library equipment, accidents, disruptive library user behaviour etc.*  ***Give typical examples of any unanticipated problems you have to deal with.***  *i.e. Unanticipated problems or situations those which have neither occurred before nor been foreseen, and for which there are no recognised procedures or precedents available.*  ***Planning/Organising/Controlling***  *Do you have to plan ahead? How far ahead do you have to plan? What sorts of things are typically planned? What is the average amount of time allocated to each plan? Do you plan independently or as part of a working group? Describe how work is assigned to you; and work which you need to assign to others and co-ordinate.* | | |

***Section 2 Knowledge, Qualifications, Skills, Experience***

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| **5. Knowledge, Functional Skills, Experience & Qualifications** | **What education, qualifications, training and experience are necessary to enable you to perform the role fully and effectively? Note that this information should relate to what is required for the job and may not be the same as your own qualifications, etc**. | **Essential/ Desirable** |
| ***Knowledge & Experience***  ***Type of knowledge How normally acquired***  *e.g. Procedures on the job (3months training) e.g. on the job training*  *e.g. Equipment Book sorter on the job*  ***Formal Qualifications*** |  |
| ***Section 3: Any other Information*** | | |
| **Any other information** | *Briefly explain any aspects of the role job which you think have not been adequately covered in previous sections and which you feel are important in understanding role duties and the competencies required.* |  |

**Section 4: Verification**

*We are satisfied that the contents of this job/role profile convey an accurate summary description of this post:*

**POST HOLDER**

(PRINT NAME)

(SIGNATURE) (DATE)

**LINE MANAGER VERIFICATION**

(PRINT NAME)

(SIGNATURE) (DATE)

**HEAD OF DEPARTMENT (or appropriate) VERIFICATION**

(PRINT NAME)

(SIGNATURE) (DATE)