

3 PERSONNEL AND MANAGEMENT SERVICES DEPARTMENT - REDESIGNATION AND REGRADING OF POSTS (AN273-2003)

The Committee is aware that, as employees leave to take up employment elsewhere, Chief Officers take the opportunity to review the duties and responsibilities undertaken to ascertain if other jobs can be re-designed to accommodate this work and to provide career development opportunities for employees who remain.

In the recent past, the Personnel and Management Services Department has lost a number of professional officers who have moved on to promoted posts in other organisations. As a result, job remits have had to be adjusted to cope with departmental and corporate demands in the short to medium term.

As a consequence of these changes, a number of employees have been requested to take on additional responsibilities and these were accepted willingly. For some, this was recognised in accordance with the career grade for professional officers, which was approved in 1996 by the Personnel and Management Services Committee.

However, two posts which fall outwith the provision of the career grade structure have had their remits extended significantly and the Director of Personnel and Management Services considers that, to reflect the extended roles, these posts should be redesignated and regraded accordingly.

Therefore, it is recommended that the post of Administrative Assistant, grade AP2, £15,582 - £16,866, should be redesignated to Office Administrator, grade AP3, £17,340 - £19,029; and that the post of Keyboard Supervisor/Administrative Assistant, grade AP2, £15,582 - £16,866, should be redesignated to Recruitment Administrator, grade AP3, £17,340 - £19,029.

The cost of these proposals would be £2,060 in the 2003/04 financial year, and £2,470 in a full financial year, both figures being inclusive of employer's costs. This can be contained within the department's Revenue Budget.

The Chief Executive has been consulted on this agenda note and is in agreement with the proposals.

The Committee's approval is requested.