



Career Graded Posts Policy & Procedure

Statement of Purpose

The use of career grades offers managers a flexible approach to talent management by setting out clear progression paths for employees. It also provides a structure to support today's flatter, more flexible organisation.

Scope

The policy applies to Shropshire County Council employees, including new employees in designated career graded posts. This policy does not apply to those people employed by schools, for which a separate policy will apply. This policy is subject to review after the confirmation of the Single Status final agreement

Definition:

Career grades - are reserved for defined occupations. These allow employees to progress through a number of grades whilst undertaking training programmes of assessed learning and/or taking on more responsible duties. Strict, and uniform, progression criteria need to apply in order to meet equal pay requirements and to stand up to scrutiny.

Examples of Career Grades – There are a number of Career Graded posts e.g. Trainee Accountants, Occupational Therapy Trainees. Trainee Architectural Technologists.

Roles and Responsibilities

The Chief Executive, Directors and Managers of employees in career graded posts have responsibility for ensuring all training and development processes are regularly reviewed to ensure they meet the stated objectives of the Council.

All employees have a responsibility to take ownership of their own personal career development and will be supported and empowered to do so.

Procedure

Stage 1 – Creating a Career Graded Post

1. The Service Manager/Assistant Director will provide information to their Human Resources Team on the proposed case for creating a Career Graded post with an identified specific progression statement.
2. The Audit & Consultancy Unit will also undertake an assessment of the grade and the criteria used in the progression statement.
3. The progression statement will include bars set at the top of each grade and will identify the criteria required to progress from one grade to the next.
4. The Head of Human Resources & Development will approve or reject the case for a career graded post and inform relevant parties, as per the delegations within the Constitution.

See Appendix 1 – Flow Chart

Stage 2 – Filling a Career Graded Post

Posts will be filled in accordance with the County Council's Recruitment & Selection Code of Practice and the Post Entry Training Scheme. ([Link to Recruitment & Selection Code of Practice and to Post Entry Training Scheme](#)).

Stage 3 – Progression

Progression through the grade/to the next grade will be specified in the progression statement of the particular career graded post.

Stage 4 – Appeal

An individual has the right to appeal against the decision of their Service Manager for them not to progress within the grade. Appeals should be made using Shropshire County Council's Grievance Procedure. ([Link to Grievance Procedure](#)).

Stage 5 Assimilation of current postholders

This will occur where a career grade specifies the employee's achievement of a relevant qualification to allow progression beyond the bar placed upon the top of the grade. Existing long serving postholders will have progressed through the grade by annual increments but may not have the specified qualifications for the spinal column point on which they are being paid. Managers and such postholders will need to agree and document a timescale to achieve the qualifications (which may be dependent on availability of funding for the qualification). They also need to agree the process of the employee being downgraded if the specified qualification is not achieved within the agreed timescale.

Links to:

Recruitment & Selection Code of Practice
Post Entry Training Scheme
Grievance Procedure

Monitoring and review

Appendix 1

The effectiveness of this policy will be reviewed after 3 years by the Head of HR & Development. This policy is subject to review after the confirmation of the Single Status final agreement

Approving body

CMT - 19 March 2007

EJCC – 25 April 2007

Appendices

Appendix 1(a) Flow Chart (Stage 1) Creating a Career Graded Post

APPENDIX 1a

Creating a Career Graded Post (Stage 1)

