

**DORSET PROBATION AREA**

Probation Headquarters  
Forelle House  
Marshes End  
Upton Road  
Poole  
BH17 7AG

Tel: (01202) 664060  
Direct Dialling (01202) 664079  
FAX: (01202) 664061

03 June 2009

The National Secretary  
Unite  
35 King Street  
Covent Garden  
London  
WC2E 8JG

**PERSONAL**

Dear Sir

**Re: Freedom of Information Request – Mr K O’Gallagher**

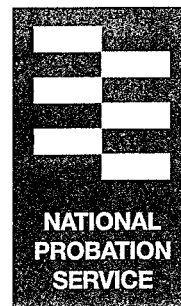
Please find attached information from Dorset Probation Area as per your request of 18 October 2007.

Yours sincerely



Gail Brittain  
HR & DEVELOPMENT MANAGER  
DORSET PROBATION AREA

Enc.



DORSET



DORSET PROBATION AREA

RESPONSE TO INFORMATION REQUEST BY MR K O'GALLAGHER OF UNITE  
THE UNION

With reference to the Job Evaluation Scheme:

- a) Has the Job Evaluation process reached its conclusion in your Area in relation to all staff in post at the commencement of the process? If not, what is the target date for its completion?

Yes

- b) Has the Job Evaluation process in your Area been carried out exactly in accordance with the National User Guide?

Yes

- c) Were any supplementary local guidance or documentation produced? If so, please supply a copy of all documents.

No

- d) Was the job matching and evaluation carried out on the basis of:  
i) generic grade-based job descriptions e.g. SPO  
ii) role-based job descriptions e.g. approved premises SPO, or  
iii) individual post-based job descriptions?

All three as appropriate

Please supply details of the management posts in your Area that were subject to Job Evaluation and how they were categorised.

Please see attached.

- e) What were the initial job evaluation outcomes for management posts in your area? Please supply anonymised detail (band and score) by grade or role for all managers, not just probation grade managers.

Please see attached.

- f) How many, and which Job Evaluation outcomes for management posts have resulted in appeals and what was the outcome of the appeals if they have been concluded?

Please see attached.

- g) A staff profile, by grade, number, ethnicity and gender of your Area.

Please see attached.

**d) and e) Management Posts**

<b>Post</b>	<b>Band</b>	<b>Score</b>
Finance & Admin Manager	6	694
IT Systems Manager	5	606
Area Manager	6	695
Effective Practice Training Manager	5	629
Information & Communication Manager	5	561
Senior Probation Officer – Court & Assessment	5	619
Senior Probation Officer - Hostel	6	659
Senior Probation Officer – OM Team	5	593
Senior Probation Officer – PP Team	5	619
Senior Probation Officer - Prisons	5	593
Senior Probation Officer - Programmes	5	580
Senior Probation Officer – Training Manager	5	567
Senior Probation Officer - IDAP	5	580
Senior Probation Officer – CP Unit	5	623

**f) Appeals**

4 posts were appealed as follows:

<b>Post</b>	<b>Original Band</b>	<b>Band after appeal</b>
SPO - OM Team	5	6
SPO - Programmes	5	6
SPO – CP Unit	5	6
SPO – PP Team	5	6

g) Staff Profile as at October 2007

Grade	Band	Ethnicity	Gender
Senior Probation Officer	6	White British 2	Female – 1 Male - 1
Senior Probation Officer	5	White British – 13 White Other – 2 Mixed Other - 1	Female – 11 Male - 5
Probation Officer	4	White British – 60 White Other – 2 Not specified - 2	Female – 46 Male – 17 Not specified - 1
Probation Services Officer	4	White British – 8 White Other – 1	Female – 6 Male - 3
Probation Services Officer	3	White British – 49 White Other – 1 Mixed Other - 1	Female – 36 Male – 14 Not specified - 1
Probation Services Officer	2	White British – 16 Not specified - 1	Female – 7 Male - 10
Approved Premises Assistant	2	White British - 15	Female – 5 Male - 9
Driver	2	White British - 1	Male - 1
Community Services Officer	3	White British - 9	Female – 7 Male - 2
TPO		White British – 9 Not specified - 5	Female – 10 Male - 4
Administrator	2	White British – 34 White Other – 1 Not specified - 5	Female – 39 Male - 1
Senior Administrator	3	White British – 14 Not specified - 3	Female – 12 Male - 5
Administration	4	White British – 5 White Other - 1	Female – 5 Male - 1
Administration	5	White British – 5 White Other - 1	Female – 1 Male - 5
Administration	6	White British - 1	Male - 1
ACO		White British - 4	Female – 2 Male - 2