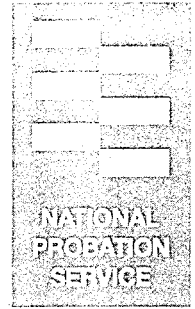


NORFOLK PROBATION AREA

NORFOLK PROBATION AREA

Chief Officer: Martin Graham, 2nd Floor, Centenary House, 19 Palace Street, Norwich NR3 1RT
Tel 01603 724000 Fax 01603 664019
www.probation.homeoffice.gov.uk



RESTRICTED

Mr S Dickinson
Complaints Officer
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Date: 4th June 2008

Dear Mr Dickinson,

Re: Freedom of Information Act 2008 request
ICO Ref: FS50216760

I am writing on behalf of Norfolk Probation Area (NPA) in response to your request which was received on 3rd June 2009 for information under the Freedom of Information Act 2000 in reference to the Job Evaluation Scheme.

I should first of all mention that since NPA implemented the Job Evaluation Scheme in 2006, there have been changes within the HR team in which those who were involved in carrying out the Job Evaluation process and its implementation in 2006, are no longer employed with the organisation. From a review of the information as held centrally, I am however able to provide the below responses in relation to your initial request:

- a) The Job Evaluation Scheme process has reached its conclusion in our Area in relation to all staff in post at the commencement of the process.
- b) The Job Evaluation process in our Area has been carried out exactly in accordance with the National User Guide.
- c) No supplementary local guidance or documentation was produced.
- d) The job matching and evaluation was carried out on the basis of;
 - i) generic grade-based job descriptions (e.g. SPO, PSO, CMA)
 - ii) role-based job descriptions and individual post-based job descriptions

Where possible, jobs were matched and evaluated as a group under a generic same grade job description. For posts that did not fall under a generic description, they were evaluated on an individual basis, such as with the Treatment Managers and individual support staff roles within Corporate Services.

With regards to the management's posts, where possible they were evaluated under a generic grade-based job description, such as with SPOs. The exception being roles with only one job holder in which they were evaluated on an individual post-based job description, e.g. Hostel Manager, Finance Manager.

e) Please see attached document detailing the initial Job Evaluation outcomes for management posts in NPA.

f) Following the Job Evaluation outcome for management posts, one post resulted in an appeal which has been concluded. The outcome of the appeal resulted in an increase in the allocated pay band.

g) Please see attached document detailing NPAs staff profile at the time of the Job Evaluation process in 2006-2007.

I hope this has provided you with sufficient information. If you require any further information, please contact me on 01603 724000, or by email to humanresources@norfolk.probation.gsi.gov.uk.

Yours sincerely

Rachel Herbert
Assistant HR Manager

Staff Profile at time of JE

Job Title	grade	Sex	Ethnicity	WTE
Administrative Assistant	admin/cler	M	White:British	1.00
Administrative Assistant	admin/cler	F	White:British	1.00
Administrative Assistant	admin/cler	F	White:British	1.00
Administrative Assistant	admin/cler	F	White:British	0.81
Administrative Assistant	admin/cler	F	White:British	0.50
Administrative Assistant/receptionist	admin/cler	F	White:British	0.59
Administrative Assistant/receptionist	admin/cler	F	White:British	0.54
Administrative Officer	admin/cler	F	White:British	0.50
Administrative Officer	admin/cler	M	White:British	1.00
Administrative Officer (Finance)	admin/cler	F	White:British	1.00
Administrative Officer (training)	admin/cler	F	White:British	1.00
Administrator	admin/cler	F	White:British	1.00
Area Placement Manager	PSO	F	White:British	1.00
Area Supervisor Manager	PSO	M	White:British	1.00
Assistant Board Secretary	admin/cler	F	White:British	0.50
Assistant Warden	PSO	M	White:British	0.50
Assistant Warden	PSO	M	White:British	1.00
Assistant Warden	PSO	F	White:British	0.25
Assistant Warden	PSO	F	White:British	1.00
Assistant Warden	PSO	M	White:British	1.00
Assistant Warden	PSO	F	Decline to declare	0.50
Assistant Warden	PSO	M	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	M	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	0.50
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	0.59
Case Management Assistant	PSO	F	White:British	1.00

Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	0.95
Case Management Assistant	PSO	F	Mixed:Other	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:Irish	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:Other	1.00
Case Management Assistant	PSO	F	White:British	0.81
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:Other	1.00
Case Management Assistant	PSO	F	White:British	0.50
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	Decline to declare	1.00
Case Management Assistant	PSO	F	White:British	0.50
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	0.84
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	0.80
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	M	White:British	1.00
Case Management Assistant	PSO	F	Black or Black British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	Decline to declare	1.00
Case Management Assistant	PSO	F	White:British	0.81
Case Management Assistant	PSO	F	White:British	0.74
Case Management Assistant	PSO	M	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Case Management Assistant	PSO	F	White:British	1.00
Cjijot Manager	Area Mgr	F	White:British	1.00
Clerical Assistant	admin/cler	F	White:British	1.00
Clerical Assistant (Finance)	admin/cler	F	White:British	0.68
Communications Officer		F	Mixed: White & Black	1.00

Deputy Hostel Manager	Sen Pract	M	White:British	1.00
DIP Administrator	admin/clcr	F	White:British	1.00
Diversity Manager	admin/clcr	F	Chinese	0.68
Drugs Worker	PSO	F	White:British	1.00
Drugs Worker	PSO	F	White:British	1.00
Drugs Worker	PSO	M	Decline to declare	1.00
Drugs Worker	PSO	F	White:British	1.00
Drugs Worker	PSO	F	Decline to declare	1.00
Drugs Worker	PSO	F	White:British	1.00
Finance Manager	admin/clcr	F	White:British	1.00
Health & Safety/Occupational Health Asst	admin/clcr	F	Decline to declare	1.00
Hostel Manager	SPO	F	White:British	1.00
HR Administrator	admin/clcr	F	White:British	1.00
HR Adviser	admin/clcr	F	White:British	1.00
HR Manager	admin/clcr	M	White:British	1.00
Information Analyst	admin/clcr	M	White:British	1.00
Information Analyst	admin/clcr	F	White:British	1.00
IT Manager	admin/clcr	M	Decline to declare	1.00
Mentor Co-ordinator	PSO	F	White:British	1.00
Occupational Health Manager	admin/clcr	M	White:British	1.00
Offender Employment Project Manager	PSO	F	White:British	1.00
Office Manager/PA to CPO	admin/clcr	F	White:British	1.00
Operational Support Manager	admin/clcr	F	White:British	1.00
Operational Support Manager	admin/clcr	F	White:British	1.00
Operational Support Manager	admin/clcr	F	White:British	1.00
Operational Support Manager	admin/clcr	F	White:British	0.50
Operational Support Manager	admin/clcr	F	White:British	0.50
Operational Support Manager	admin/clcr	M	White:British	1.00
Operational Support Manager	admin/clcr	F	White:British	1.00
Practice Development Assessor	Sen Pract	F	White:British	0.90
Practice Development Assessor	Sen Pract	F	White:British	0.80
Practice Development Assessor	Sen Pract	F	White:British	0.40
Practice Development Assessor	Sen Pract	M	White:British	1.00
Practice Development Assessor	Sen Pract	F	White:British	0.60
Practice Development Assessor	Sen Pract	F	White:British	1.00
Probation Officer	PO	F	White:British	1.00

Probation Officer	PO	F	White:British	0.75
Probation Officer	PO	F	White:British	0.25
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:British	0.80
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	0.75
Probation Officer	PO	F	White:British	0.25
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	Decline to declare	1.00
Probation Officer	PO	F	White:British	0.25
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	M	White:Other	1.00
Probation Officer	PO	F	White:British	0.40
Probation Officer	PO	M	White:British	0.50
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	0.50
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:British	0.75
Probation Officer	PO	F	White:British	0.25
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:British	0.40
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	0.60
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	Mixed:Other	1.00
Probation Officer	PO	M	Decline to declare	1.00
Probation Officer	PO	M	White:British	1.00

Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	0.50
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	M	White:British	0.60
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:Irish	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	0.75
Probation Officer	PO	F	White:British	0.25
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	0.80
Probation Officer	PO	F	White:British	0.60
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	Decline to declare	0.60
Probation Officer	PO	F	Decline to declare	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	Decline to declare	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	0.90
Probation Officer	PO	F	White:British	0.32
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	White:British	1.00
Probation Officer	PO	M	White:British	1.00
Probation Officer	PO	F	Chinese	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.80
Probation Services Officer	PSO	F	Mixed: White & Asiar	1.00

Probation Services Officer	PSO	M	White:Other	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.50
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	0.60
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.70
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.70
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.60
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	Asian or Asian British	0.81
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.61
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.75
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.60
Probation Services Officer	PSO	F	Decline to declare	0.61

Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.50
Probation Services Officer	PSO	F	Decline to declare	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	M	White:British	0.80
Probation Services Officer	PSO	F	White:British	0.60
Probation Services Officer	PSO	F	White:British	0.86
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer	PSO	F	White:British	0.80
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	F	White:British	1.00
Probation Services Officer	PSO	M	White:British	1.00
Probation Services Officer (ECP)	PSO	M	White:British	1.00
Probation Services Officer (ECP)	PSO	M	White:British	1.00
Probation Services Officer (ECP)	PSO	M	White:British	1.00
Probation Services Officer (ECP)	PSO	M	White:Other	1.00
Probation Services Officer (ECP)	PSO	M	White:British	1.00
Probation Services Officer (ECP)	PSO	M	White:British	1.00
Probation Services Officer (ECP)	PSO	M	White:British	1.00
Probation Services Officer (ECP)	PSO	M	White:British	1.00
Probation Services Officer (PPO)	PSO	F	White:British	1.00
Probation Services Officer (PPO)	PSO	F	White:British	1.00
Probation Services Officer (PPO)	PSO	F	White:British	1.00
Probation Services Officer (victims)	PSO	F	White:British	1.00
Probation Services Officer (victims)	PSO	F	White:British	1.00
PSO Offender Supervisor	PSO	M	Decline to declare	0.70
PSO Offender Supervisor	PSO	F	White:British	1.00
PSO Offender Supervisor	PSO	F	White:British	0.60
PSO Offender Supervisor	PSO	M	White:British	0.40

PSO Offender Supervisor	PSO	M	White:British	0.80
PSO Offender Supervisor	PSO	M	White:British	1.00
PSO Offender Supervisor	PSO	M	White:British	1.00
PSO Offender Supervisor	PSO	F	White:British	1.00
PSO Offender Supervisor	PSO	M	White:Irish	1.00
PSO Offender Supervisor	PSO	M	White:British	1.00
PSO Offender Supervisor	PSO	M	White:British	1.00
PSO Offender Supervisor	PSO	M	White:British	1.00
PSO Placement Supervisor	PSO	M	White:British	1.00
PSO Placement Supervisor	PSO	M	White:British	1.00
PSO Placement Supervisor	PSO	M	White:British	0.80
PSO Placement Supervisor	PSO	M	White:British	1.00
PSO Placement Supervisor	PSO	M	White:British	1.00
PSO Placement Supervisor	PSO	M	White:British	1.00
PSO Placement Supervisor	PSO	M	White:British	0.80
PSO Placement Supervisor	PSO	M	White:British	1.00
Receptionist	admin/cler	F	White:British	0.54
Receptionist	admin/cler	F	White:British	0.54
Secretary	admin/cler	F	White:British	1.00
Secretary	admin/cler	F	White:British	1.00
Secretary to the Probation Board	admin/cler	F	White:British	0.62
Senior Probation Office (MAPPA)	Area Mgr	F	Decline to declare	1.00
Senior Probation Officer	SPO	M	White:British	1.00
Senior Probation Officer	SPO	F	White:British	1.00
Senior Probation Officer	SPO	M	White:British	1.00
Senior Probation Officer	SPO	M	White:British	1.00
Senior Probation Officer	SPO	F	White:British	1.00
Senior Probation Officer	SPO	F	White:British	1.00
Senior Probation Officer	SPO	M	White:British	1.00
Senior Probation Officer	SPO	M	White:British	1.00
Senior Probation Officer	SPO	M	White:British	1.00
Senior Probation Officer	SPO	M	White:British	1.00
Senior Probation Officer	SPO	M	White:Irish	1.00
Senior Probation Officer	SPO	F	White:British	1.00
Senior Probation Officer	SPO	M	Decline to declare	1.00
Senior Probation Officer	SPO	F	White:British	0.80
Senior Probation Officer	SPO	F	White:Other	1.00

Senior Probation Officer (Accredited Pr)	SPO	M	White:British	1.00
Senior Probation Officer (Accredited Pro	SPO	M	White:British	1.00
Senior Probation Officer (Accredited Pro	SPO	M	White:British	1.00
Senior Probation Officer (Information)	SPO	M	White:British	1.00
Senior Research & Information Assistant	admin/cler	F	White:British	1.00
Senior Secretary	admin/cler	F	White:British	0.68
SPO (Training)	SPO	F	White:British	0.80
Substance Misuse Manager	SPO	M	Decline to declare	1.00
Technical Support Assistant	admin/cler	M	White:British	1.00
Technical Support Assistant	admin/cler	M	White:British	1.00
Technical Support Assistant	admin/cler	M	White:British	1.00
Training Officer	Sen Pract	F	White:British	1.00
Treatment Manager	Sen Pract	M	White:British	0.50
Treatment Manager (ART)	Sen Pract	F	White:British	0.75
Treatment Manager (CSB/TF/OTO)	Sen Pract	M	White:British	1.00
Treatment Manager (DIDP)	PSO	F	White:British	1.00
Treatment Manager (IDAP)	Sen Pract	M	White:British	1.00
Treatment Manager (OSAP)	Sen Pract	F	White:British	0.50
Treatment Manager (OTO& Think First)	Sen Pract	F	White:British	1.00
Treatment Manager (TVSOGP)	Sen Pract	M	White:British	0.50
Unpaid Work Scheme Manager	SPO	F	White:British	1.00
Womens Safety Worker	PSO	F	White:British	0.50
Womens Safety Worker	PSO	F	White:British	0.50
Womens Safety Worker	PSO	F	White:Other	1.00

MANAGEMENT POSTS

Job Title	JE Score	JE pay band	Comments
Area Placement Manager	531		3 Appealed and re-graded to band 4
Area Supervisor Manager	531		3
Assistant Chief Officer	N/A	B (CO Grades)	
Cijpt Manager	551		5
Communications Officer	525		4
Deputy Hostel Manager	581		5
Diversity Manager	518		4
Finance Manager	590		5
Hostel Manager	659		6
HR Manager	587		5
IT Manager	616		5
Occupational Health Manager	584		5
Office Manager/PA to CPO	485		4
Operational Support Manager	498		4
Senior Probation Officer (MAPPA)	N/A		5 seconded to MAPPA which is funded by multi agencies, therefore did not undergo JE
Senior Probation Officer	603-639		5
Senior Probation Officer (Accredited Prog)	580-590		5
Senior Probation Officer (Information)	554		5
SPO (Training)	596		5
Substance Misuse Manager	580		5
Unpaid Work Scheme Manager	612		5