**GRADING POLICY**

Date policy adopted: 01/06/2011

Date of last review: 09/12/2021

**Job Evaluation**

The Ethical Standards Commissioner (ESC) will consider the following factors in deciding which grade is appropriate for a given role:

* the grading of similar posts within the public sector
* the knowledge and expertise required
* the skill required
* the requirement of the job to resolve problems
* the accountability of the job (what it is responsible for)
* mental effort
* the degree of responsibility for key processes
* financial responsibility
* supervisory responsibility
* training period
* working conditions.

**Grading Structure**

The grading structure for employees in ESC is:

|  |  |
| --- | --- |
| **Grading Structure** | **Descriptor** |
| Grade 1Grade 2 | Administration/Support |
| Grade 3 | Junior Professional/Supervisory |
| Grade 4 | Professional/Middle Manager/Investigating Officers |
| Grade 5 | Professional/Middle Manager/Senior Investigating Officer |
| Grade 6 | Senior Management  |

**Pay Scales**

Appendix 1 outlines current pay scales. As and when scales are revised, this will be appropriately updated, and employees advised accordingly.

**Appendix 1**

ESC follows the pay scales of the Scottish Parliamentary Corporate Body (SPCB).

|  |  |  |  |
| --- | --- | --- | --- |
| **Point** | **Salary** | **Salary** | **Grade** |
|  | From 1 April 2020 | From 1 April 2021 |  |
| 1 | £18,980 | £19,780 | 1 |
| 2 | £20,533 | £21,333 | 1 |
| 3 | £22,083 | £22,883 | 1 |
| 4 | £23,243 | £24,043 | 2 |
| 5 | £24,645 | £25,445 | 2 |
| 6 | £27,204 | £27,749 | 2 |
| 7 | £28,003 | £28,564 | 3 |
| 8 | £31,023 | £31,644 | 3 |
| 9 | £34,718 | £35,413 | 3 |
| 10 | £35,586 | £36,298 | 4 |
| 11 | £37,571 | £38,323 | 4 |
| 12 | £40,091 | £40,893 | 4 |
| 13 | £44,322 | £45,209 | 4 |
| 14 | £45,431 | £46,340 | 5 |
| 15 | £47,664 | £48,618 | 5 |
| 16 | £50,699 | £51,713 | 5 |
| 17 | £55,888 | £57,006 | 5 |
| 18 | £57,286 | £58,432 | 6 |
| 19 | £59,650 | £60,087 | 6 |
| 20 | £61,936 | £63,175 | 6 |
| 21 | £64,963 | £66,263 | 6 |
| 22 | £70,714 | £72,129 | 6 |
| 23 | £72,483 | £73,933 | 7 |
| 24 | £73,670 | £75,144 | 7 |
| 25 | £76,973 | £78,513 | 7 |
| 26 | £80,275 | £81,881 | 7 |
| 27 | £86,928 | £88,667 | 7 |
| 28 | £89,102 | £90,885 | 8 |
| 29 | £93,800 | £95,676 | 8 |
| 30 | £98,865 | £100,843 | 8 |
| 31 | £104,210 | £106,295 | 8 |
| 32 | £109,850 | £112,047 | 8 |
| 33 | £118,067 | £120,429 | 8 |

NB: Not all SPCB scales are currently used by ESC.