

**Pay level survey for the civil service :
Proposed involvement of staff bodies/representatives
in the job inspection process**

Groundwork	Job interviews	Documentation
<p>Approach to job inspections</p> <ul style="list-style-type: none"> ● Consultant to brief staff bodies/ representatives on his proposed approach to the conduct of job inspections <p>Provision of factual information on benchmark jobs</p> <ul style="list-style-type: none"> ● Management to consult staff bodies/ representatives on basic factual information of benchmark jobs before providing it to Consultant <p>Submission of interim report</p> <ul style="list-style-type: none"> ● Consultant to finalise the approach to job inspections and set it out in an interim report after consultation with staff bodies/ representatives 	<p>Nomination of post-holder representatives</p> <ul style="list-style-type: none"> ● Management to consult staff bodies/ representatives on the selection of representative posts ● Staff bodies/ representatives to nominate post-holder representatives for consideration by management <p>Job interviews</p> <ul style="list-style-type: none"> ● Consultant to conduct interviews with post-holder representatives after debriefing staff bodies/ representatives 	<p>Preparation of job briefs</p> <ul style="list-style-type: none"> ● Consultant to consult post-holder representatives and staff bodies/ representatives before finalising job briefs <p>Outcome of job inspection</p> <ul style="list-style-type: none"> ● Consultant to make known and explain the outcome of job inspection to staff bodies/ representatives ● Consultant to provide a report on job inspection outcome