

28 June 2019

SNCT 19/72

JOB SIZING OF PROMOTED POSTS

Dear Colleagues

The need to update and improve the current job sizing guidance was identified by those delivering the job sizing training and by questions raised by job sizing co-ordinators. An operational review, with the dual aims of updating and improving the guidance and identifying areas for the SNCT to consider when undertaking a more in-depth review, has now been completed.

The revised Job Sizing Questionnaire and Notes of Guidance (Part 2: Appendix 2.2, Annex A, Job Sizing) were agreed by the SNCT at its meeting on 30 May 2019. This has updated terminology and improved clarity and consistency of language.

JS 17/71 (revised) has been incorporated into the guidance document.

Holders of the Handbook should remove the existing Annex A to Part 2: Appendix 2.2 (Job Sizing Questionnaire and Notes of Guidance) and insert the attached replacements.

JS 17/71 is now obsolete and should also be removed from the SNCT Handbook.

Yours sincerely

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