

## Job Regrading Workshop - Report on the NIS Workshop at the Under One Umbrella Conference, Leeds 1991

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In general, nursing librarians are on a low grade. The advent of Project 2000 and the current changes in nurse education will lead to increased responsibilities for nursing librarians. This session was useful in demonstrating how to apply for a job regrading.

Veronica Fraser, Professional Assistant at the LA, began the session with practical details:

### When and why to apply for regrading:

- an increase in responsibilities/duties
  - e.g. :introduction of information technology
  - :greater responsibility for resources/budget
  - :development of information skills
  - :tuition
  - :wider liaison
  - :more staff
- during an organisational review
- when creating a new post

### What to do:

Obtain a copy of the current job description.  
Identify extra duties or responsibilities.  
Ascertain your authority's procedure for applying for regrading.

### Get help from:

LA  
Trade Union  
Line management  
Your Regional Librarian or similar professional support.

### Writing a new job description:

Describe the MAIN responsibilities (four or five main ones).

Demonstrate that the post requires initiative.  
Include any contribution to policy development.  
Use "What Librarians Do" (LA 1991).

After Veronica's introduction, the groups worked on perfecting an example job description, and the resulting discussion ended with a suggested list of responsibilities which should be demonstrated in job descriptions:

- strategic planning (responsibility for identifying user need)
- resource management (such as responsibility for budget)
- information skills programme
- systems management - IT, CDROM
- quality control
- staff recruitment, retention, development and supervision
- liaison - with committees, regional networks, county services, teaching staff
- professional services - eg stock management, subject searches.

At the end of the session, useful handouts were supplied:

- NHS Library Staff: Salary Guide. London, LA 1990
- Professional Librarians: a brief guide for employers. London, LA 1991
- Submitting a regrading claim in the NHS. London, LA 1988
- What Librarians Do: a guide for library staff. London, LA 1991.