Redundancy Role Comparability Questionnaire

Category A: Role descriptions (skills, experience & capabilities required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| Are the position descriptions for the previous and new role available? | Critical |  |  |  |
| In an overall sense, do the position descriptions indicate that the roles are substantially similar, including: Accountabilities; Duties; and Qualifications/experience required | Critical |  |  |  |
| Is this comparable? | Yes / Borderline or Unsure / No |

Category B: Remuneration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| Is the base pay/fixed salary the same or higher? | Critical |  |  |  |
| Is the pay band the same? | High |  |  |  |
| Are the overall benefits the same or similar (e.g. tools of trade, vehicle, mobile phone etc) | High |  |  |  |
| Is the eligibility to participate in the bonus scheme the same (including at target and maximum percentages)? | High |  |  |  |
| Is this comparable?  | Yes / Borderline or Unsure / No |

Category C: Status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| Is the position title similar? | Moderate |  |  |  |
| Is the reporting level similar? | High |  |  |  |
| Are the promotional and career opportunities similar? | High |  |  |  |
| Is the level of autonomy similar? | High |  |  |  |
| Is the availability and access to resources similar? | High |  |  |  |
| Is this comparable? | Yes / Borderline or Unsure / No |

Category D: Complexity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| Is there a difference in the level of accountabilities? | High |  |  |  |
| Are there differences in the level of difficulty in completing the required tasks of the old role and the new role? | Moderate |  |  |  |
| Is there a difference in the time span required to complete the tasks? | Moderate |  |  |  |
| Is this comparable? | Yes / Borderline or Unsure / No |

Category E: Skills and Capability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| Are similar problem solving/mental processing abilities required in the old and the new role? | High |  |  |  |
| Is the technical knowledge required in the old role similar to that required in the new role? | High |  |  |  |
| Are the practical skills required in the old role similar to those required in the new role? | High |  |  |  |
| Is this comparable? | Yes / Borderline or Unsure / No |

Category F: Other

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| Are the hours of work required for the new role the same? | Critical |  |  |  |
| Is this comparable? | Yes / Borderline or Unsure / No |

Category G: Location

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| Is the new role within a reasonable distance of the old role’s location? (Reasonable distance *generally* means less than 15 kilometres – but a case by case analysis is required) | High |  |  |  |
| Is the distance between home and the new role similar? | Moderate |  |  |  |
| Is the travel time similar between the old role and the new role? | Moderate |  |  |  |
| Is there a similar availability of personal/public transport? | Moderate |  |  |  |
| Is there an impact on family commitments resulting from the location of the role (e.g. child care, etc) | Moderate |  |  |  |
| Is this comparable? | Yes / Borderline or Unsure / No |

Category H: Leadership (if appropriate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| Does the old role and new role require similar leadership skills? | High |  |  |  |
| Is the number of direct reports similar? | Moderate |  |  |  |
| Is the leader profile the same? | High |  |  |  |
| Is the time required to dedicate to leading a team similar? | Moderate |  |  |  |
| Is this comparable? | Yes / Borderline or Unsure / No |

Category I: Other

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Importance | Yes | No | Comments |
| In practice, are there differences in the day to day work performed when comparing the old role to the new role? (If yes – further detail must be provided) | Critical |  |  |  |
| Is this comparable? | Yes / Borderline or Unsure / No |

Overall Comments

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| --- |
|  |

Overall Assessment

Assessment of whether the terms and conditions of employment of the new role are substantially similar to, and considered on an overall basis, no less favourable than the terms and conditions of the old role, having regard to the issues in the above questionnaire:

|  |
| --- |
| Comparable / Borderline / Non Comparable |

Important Notes:

\* The above questionnaire is to be used to give an indication of comparability only. Each comparability examination will involve unique facts. It is very important to ensure that the practical realities of both roles are considered.