

What’s in a Board-Ready Job Grading Pack (Sample Contents)

— Divine ICTP

This document shows the **structure** of a typical Divine ICTP grading engagement pack. It is illustrative only — not a real client report, and it contains no client names or confidential grades.

Divine ICTP performs **human** job evaluation and organisational framing. We do not sell Autograde-style grading software.

1. Engagement scope

- Organisation context (anonymised)
- Roles in scope / out of scope
- Framework agreed for this engagement (e.g. Paterson; or another recognised framework already in use)
- Validation path (evaluation unit → validation / RemCo / EXCO as applicable)
- Deliverables and timeline

2. Methodology note

- Framework used and why it fits this organisation
- Evaluation factors considered at a high level
- How consistency across roles is protected
- Limits of the exercise (what this pack does not decide — e.g. individual performance pay)

Note: Where a client already operates a Peromnes-aligned estate, work can be framed in that language without Divine claiming ownership of proprietary methodologies.

3. Role profile outline (per role)

For each role in scope, a short profile covering:

- Purpose
- Key accountabilities
- Decision rights and span
- Requirements (qualification / experience)
- Working relationships

4. Grade summary table (example placeholders only)

Role (example label)	Proposed grade	One-line rationale
Example Role A	[Grade]	[Complexity / decision span summary]
Example Role B	[Grade]	[Complexity / decision span summary]
Example Role C	[Grade]	[Complexity / decision span summary]

Replace example labels with real titles only inside a paid engagement.

5. Pay-band framework

- How bands relate to the grades
- Market path used (client-supplied survey extract, agreed peer set, or associate data — as scoped)

- Positioning philosophy (e.g. mid-point policy) — client decision, documented
- Anomalies and recommendations for further review

6. Committee validation notes

- Questions the validation committee should pressure-test
- Relativities flagged for discussion
- Record of decisions / amendments (minutes template)

7. Board / RemCo presentation outline

1. Why this exercise now
2. Scope and method
3. Grade outcomes summary
4. Band framework
5. Risks and open items
6. Decisions requested

8. Next steps after the pack

- Implementation of grades and bands in HR systems
- Communication to line managers
- Optional: retained search for critical vacant roles; project team support for redesign

Request a scoped quote. Email jurgen@divineict.co.za or call **082 900 2742** with the number of roles and framework you use.

www.divineict.co.za/job-grading/

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