

## INTRODUCTION TO ROLE ANALYSIS

This one day training offers a practical grounding on the role analysis process and provides participants with the opportunity to learn and practice how to evaluate role data and use HERA. The intended audience is those with little or no previous knowledge of HERA, including would-be role analysts and potential members of validation/appeals panels.

### Objectives:

An initial introduction to the ECC approach to analysing roles and to enable participants to:

- Refresh any previous knowledge of HERA
- Identify the underpinning rationale behind HERA
- List the HERA process and part of Role Analyst in relation to this
- Practice using the HERA Documentation
- Explain the reasons for verification and the importance of consistency
- Initiate thinking on 'what next' – practising skills and developing the local Notes for Guidance

### Programme:

- 10.00 Welcome and Introduction**
- 10.30 Introduction to the data gathering and the role analysis process
- Data Gathering methods and Verification
- Equal Opportunities considerations
- 11.15 Using HERA Documentation: Scoring and Response tables
- Short break if necessary*
- 11.45 Exercise 1: Analysing a role from a Role Outline
- 12.30 Lunch**
- 13.15 Exercise 2: Comparing question responses
- 14.30 Scoring and consistency checking using the software
- 15.15 Plenary: maintenance of the scoring rationale and what next
- 15.45 Summary and Close**