

GUIDANCE NOTE IN RESPECT OF STARTING SALARIES

1. The University recognises that there are advantages in having some reasonable flexibility in setting starting salaries for new appointments.
2. That said, it is important that due consideration is given to the various factors that might influence the starting salary offer, the potential impact on existing staff within a team, and being mindful of the University's gender pay gap.
3. Normal expectations are as follows:
 - i. For appointments on Grades 1-8 starting salaries should be within the normal incremental range for the evaluated grade for the post.
 - ii. For Professional and Managerial appointments at Grade 9, the starting salary should be within the incremental range for the evaluated zone for the post.
 - iii. For Professorial appointments the starting salary should be aligned with the appropriate zone for the individual concerned (specific advice can be sought from Director of HR or Chair of the Professorial Review Advisory Group).
4. The University has a formal market-related pay policy that allows for the possibility of additional remuneration to apply where significant recruitment challenges exist. Advice is available from the relevant HR Partner who will liaise with the Director of Human Resources for approvals.
5. There are a number of key aspects of the University's normal custom and practice that are worth emphasising:
 - a) The expected salary range for a particular role should normally be set out clearly within the relevant advertisement, and candidates' expectations should be managed accordingly.
 - b) For appointments at all levels the Recruiting Manager/Panel Chair has reasonable flexibility to negotiate with candidates within the relevant grades/zones.
 - c) Salary offers will normally reflect the skills, experience and knowledge of the candidate as relevant to the post in question. The candidate's current salary may be reasonable marker, but offers should not be based only on external salaries or be disproportionate on this basis.
 - d) Recruiting Managers/Chairs should also be mindful of the full value of the University's employment offer (i.e. base salary, leave entitlements, pension scheme membership and reward opportunities) when making offers, and the other factors that may influence a candidate's decision to accept an offer (e.g. travel time and/or commuting costs).
 - e) Where possible Recruiting Manager/Chairs should try to avoid creating anomalies in pay relativities between new starters and existing staff and should always consider salary levels across a team when making a new appointment within that team.
 - f) It is worth noting that if appointments are made towards the top of the grade there is limited scope for incremental or accelerated progression unless it is into the contribution range.

- g) For internal appointments at the same grade, there is an expectation of appointing at the next spinal point. For internal appointments at a higher grade, there is an expectation of appointment at the bottom spinal point of the higher grade.
6. Recruiting Managers/Chairs should also note the effective dates of incremental pay progression and the University rules in relation to start dates as follows;
- For appointments at G1-G5 with start dates prior to 1 March, the incremental date would be 1 August in that year. For appointments on or after 1 March, the incremental date would be 1 August in the following year.
 - For appointments at G6-G8 with start dates prior to 1 April, the incremental date would be 1 October in that year. For appointments on or after 1 April, the incremental date would be 1 October in the following year.
7. Information regarding existing salaries within a team are available to Line Managers through Manager Self Service (MSS). Where appropriate, additional information on comparative salaries can be provided via the relevant HR colleagues.
8. Useful information regarding the University's gender pay gap is contained within its [annual report](#). For information specific to the role in question please liaise with the relevant HR Partner or Adviser in the first instance.