



ActionAid International /Sweden

Lönestruktur

Under hösten 2006 genomförde ActionAid International Sweden en marknadsundersökning för att fastställa en lämplig lönenivå för organisationen. När undersökningen genomfördes ansågs Greenpeace var den organisation som liknade AAIS mest. Organisationstrukturen var liknade med en Kampanjavdelning och en Insamlings- och kommunikationsavdelning.

Då ActionAid Internationaional Sweden vill attrahera erfaren och kompetent personal togs ett beslut om att lägga oss 5% över Greenpeaces lönenivåer. Lönenivåmässigt placerar detta oss i den "något över medel" iförhållande till andra ideella organisationer i Sverige

Lönestrukturen i ActionAid International Sweden (AAIS) består av 5 nivåer och 6 band. Vardera band har en lönespridning på 20% med 4% ökning/bandsteg.

BAND	Per Grade	Total Spread
A-F	4%	20%

BAND/ NIVÅ	A	B	C	D	E	F	Spread	Per Grade
5	100%	104%	108%	112%	116%	120%	20%	4%
4	100%	104%	108%	112%	116%	120%	20%	4%
3	100%	104%	108%	112%	116%	120%	20%	4%
2	100%	104%	108%	112%	116%	120%	20%	4%
1	100%	104%	108%	112%	116%	120%	20%	4%

Löneplacering i förhållande till *Nivå* (nivå 1-5) bestäms av innehåll och ansvar i tjänsterna på organisationen. (bilaga 1)

Löneplacering i *BAND* (band A-F) är baserat på antal år av erfarenhet inom kompetensen som efterfrågas. Varje års erfarenhet ger ett hopp i löneskalan till lönetaket vid 6 års erfarenhet. Därefter sker enbart löneförändringar om man tar mer ansvar eller förändrar sin arbetsbeskrivning.

Generalsekreterarlönen fastställs utav styrelsen och följer därmed inte denna lönestruktur.

Generalsekreteraren är anställd på treårs-kontrakt och under denna kontraksperiod (1 aug 2009-31 juli 2012) erhåller denna en ersättning på 52000 kr/mån.

Aktuella lönesiffror from 2009-06-01

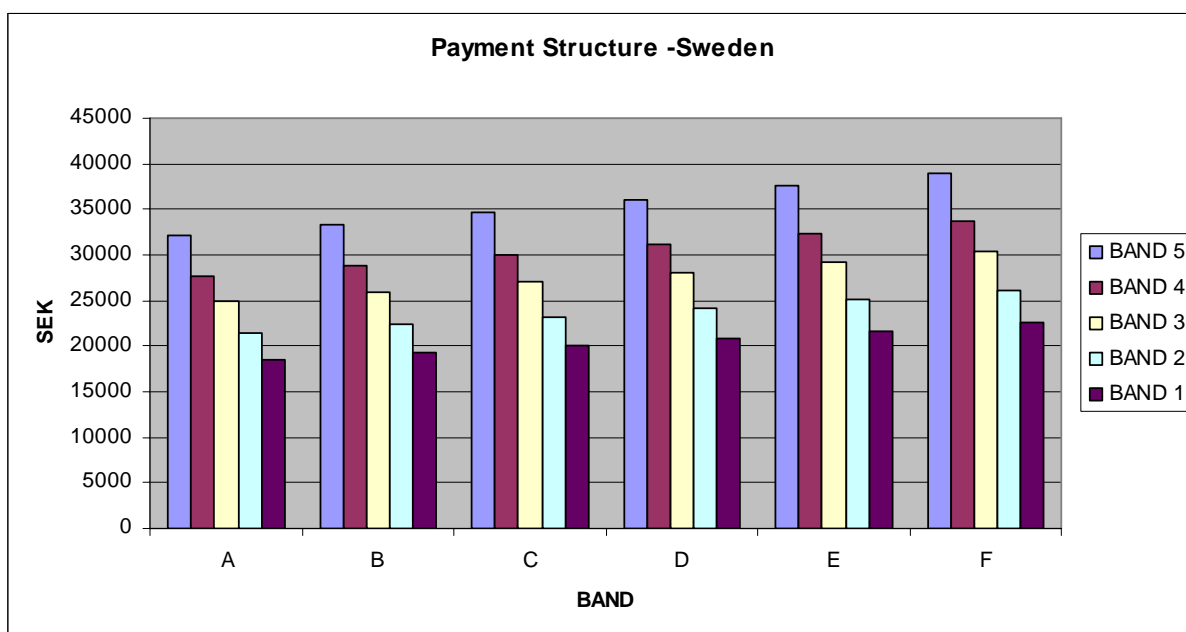
2009 löneförhöjning

BAND	A	B	C	D	E	F
5	34301	35672	37100	38584	40126	41731
4	29611	30796	32028	33308	34641	36026
3	26720	27790	28900	30057	31259	32510
2	23004	23923	24880	25876	26911	27987
1	19803	20595	21418	22276	23166	24093

ActionAid International Sweden följer Tjänstemannaavtalet, vilket innebär att löneskalan uppdateras efter de avtalsenliga löneförändringarna.

Denna avtalsperiod 2007 – 2009 är det en garanterad löneökning med 10,2% fördelad:

- 3.4% 1:a Juni 2007 (uppdatering gjord)
- 3.4% 1:a Juni 2008 (uppdatering gjord)
- 3.4% 1:a Jun 2009 (uppdatering gjord)



BAND 5

- ◆ **These are leadership positions and are likely to be leading a major division, department or function, which may cover several operating areas or have a significant international horizontal responsibility across the agency, making a major impact on the performance of the organisation.**

- ❑ These are senior positions, probably reporting to an ActionAid Director that require a high level of knowledge and understanding of ActionAid and the external environment in which we work.
- ❑ They require a high level of expertise across a broad range of related functions and detailed knowledge in a relevant professional area.
- ❑ These roles will set the long term strategic direction of their divisions/functions
- ❑ These roles will create a culture of innovation and continuous improvement, identifying the need for, planning and overseeing major change programmes affecting key aspects of ActionAid's work and will require substantial creative thinking to develop new ideas and concepts.
- ❑ The work will be complex and will involve making a broad range of highly diverse decisions, many of which will require reconciling conflicting interests.
- ❑ A considerable amount of independent action and initiative, subject only to general guidance, is required to formulate and deliver operational plans within the framework of ActionAid International strategies.
- ❑ These roles will require an understanding of the underlying organisational issues as a basis for developing, and being accountable for, longer-term (3-year) plans and budgets.
- ❑ The role will commit significant resources (people, time and money) to meet demanding requirements, exerting influence on people (internal and external, line and horizontal) to take action in ways that will make a long-term impact on the performance of the division or function.
- ❑ Communication will be a key part of the role, informing stakeholders on matters that have a major impact on the department/function and conveying complex and sensitive information in order to bring about change.

BAND 4

- ◆ **In-depth and proven expertise in a major operational, technical or professional area is essential.**
- ◆ **Jobholder (JH) will manage a function within an operational area or be the main provider of specialist technical or professional advice and services in a key aspect of our work.**

- ❑ *A detailed specialized or technical knowledge, applied to a specific field/technical area or across a number of activities, will be needed to lead teams (project or line) to make a significant impact on the performance of the department/function.*
- ❑ *Work will be complex or highly diverse and will require strong analytical or research skills in order to handle conflicting priorities.*
- ❑ *Widely differing solutions will be evaluated requiring flexible thinking assessing and balancing risks.*
- ❑ *They will be responsible for complex negotiations/presentations aimed at gaining the understanding or approval of others.*

- ❑ *These roles will work within only broad policy and strategic frameworks, communicating complex and/or sensitive issues to inform colleagues and stakeholders, internally and externally, line and horizontal, on matters affecting the function in order to exert influence on people to make positive change*
- ❑ *This role will deal with fundamental technical principles or concepts which have to be explained and understood.*
- ❑ *They will contribute to the setting of budgets and plans within their own areas of authority (line and/or cross-functional projects), identifying the resources (time, money and people) required to deliver against the plan, managing the budget and re-allocating resources as necessary.*
- ❑ *Responsible for planning on behalf of a department or section affecting large groups of people and to set customer/service standards and ensure they are met.*

BAND 3

- ◆ **Primarily operational in nature, these specialist or supervisory roles require the application of operational or technical skills and knowledge within an area or section of ActionAid's work, contributing to the formulation of medium-term plans and budgets .**

- ❑ *Roles responsible for a certain, specific area of operation within a function or for the provision of specialist technical or professional advice, support and services throughout a key area will fall within this band.*
- ❑ *There will be a requirement to strengthen and support a culture of continuous improvement through the monitoring of standards and through a contribution to the development and subsequent implementation of change programmes.*
- ❑ *The JH will be expected to give direction and support to colleagues within the team or department.*
- ❑ *There will be a requirement for controlling and, if necessary, reallocating resources within a cost centre of the annual budget.*

- ❑ Working within outline policy and procedural guidelines and with only general supervision, the role will involve developing demanding goals for self and action plans and scheduling work programmes for horizontal and/or line teams.
- ❑ These roles may involve a requirement to promote ActionAid's image and values and to communicate departmental or functional material to colleagues, stakeholders or external individuals/organisations on matters of longer-term significance.
- ❑ There will be a requirement to analyse multifaceted situations, to generate and implement practical solutions, to build effective networks with colleagues and stakeholders and to exert influence on people to take action in ways that will make a positive, although short-term, impact on the performance of the function/department.

BAND 2

- ◆ **These roles require strong office, administrative or operational skills to provide technical, administrative and support services to a team or department.**
- ❑ *Acting within specific and detailed policy and procedural guidelines, these roles will have some diversity in role requirements and will be expected to make decisions on the priorities and methods required to deliver the identified results.*
- ❑ *There will be a requirement to identify areas where new working practices or other innovations may be introduced to benefit the department/function.*
- ❑ *Communication of operational plans is an important part of the role.*
- ❑ *The JH may hold discretionary authority for routine purchases of materials and equipment.*

- ❑ Developing excellent relations, in order to communicate complicated but routine matters to colleagues, customers and stakeholders in other parts of the organisation or externally, are key parts of the role.
- ❑ The JH will understand other roles within the work unit and set the example by giving close and continuous attention to the delivery of high quality services.
- ❑ As members of horizontal or quality teams, these roles will be expected to contribute to a culture of continuous improvement by identifying and developing new procedures and systems for carrying out work and by promoting these new ways of operating within their line teams.

BAND 1

- ◆ **These roles provide administrative and support services based on the application of skills required to carry out generally routine administrative or operational tasks.**
- ❑ The requirements of these roles are clearly defined, requiring knowledge and a good understanding of a specific area of work.
- ❑ Work will normally be of a routine nature and there is a requirement to manage own time and to prioritise work within a given workload to complete prescribed tasks.
- ❑ The role requires that friendly, helpful and supportive relationships are maintained with immediate colleagues and/or customers and that communications on matters within the day to day work area are carried out professionally.
- ❑ The JH will take steps to identify and improve work methods to achieve higher levels of efficiency and to ensure that quality considerations are given proper attention. In some cases there may be a requirement to administer stock or equipment and in any case, there is a requirement to use resources efficiently.