



Educational Competencies  
Consortium Limited.



## Role Analyst Code of Conduct

## ● Role Analysts' Code of Conduct

HERA and FEDRA are the leading role analysis schemes used in UK Higher and Further Education, and are accessed through ECC's unique software database ECC Online. The effective operation of HERA and FEDRA, and their credibility, relies significantly on the competence and behaviour of Role Analysts.

The Role Analysts' Code of Conduct sets out the expected behaviour of Role Analysts in applying their learning and using the scheme at work, in a way that ensures the HERA/FEDRA credibility is maintained.

ECC Members are organisations in the Higher, Further and related Education sectors who form part of the ECC consortium.

A Role Analyst is any individual who:

is employed by an ECC Member to use the ECC Online software and HERA or FEDRA role analysis schemes (or is an external individual engaged by the Member using the software and scheme with ECC's prior written consent);

and

has been trained by ECC (as required by the Terms of Membership 4.1.1c).

All Role Analysts are expected to adhere to the Code of Conduct.

## Once trained

We expect Role Analysts when using the ECC Online software and HERA / FEDRA materials to:

act within the UK legislation relating to equality of opportunity, equal pay for work of equal value and the elimination of discrimination;

take appropriate action to ensure that the Member's equality policies are enforced;

follow the guidelines given during the Role Analyst and other training regarding best practice and to take action to ensure that all users act accordingly;

ensure that, at all times, role holders are treated with respect and appropriate confidentiality is maintained;

and

manage the implementation of HERA and FEDRA in ways that are fair and transparent and do not impact on the analytical nature of the scheme.

## The trained Role Analysts undertake to:

check the consistency of their own scoring by practising on sample material regularly and / or comparing results with those of other analysts;

use the ECC Online consistency reports to check their results to determine the degree of difference between their interpretation and that of others;

understand reasons for any differences and be prepared to take remedial action if needed;

conduct their practice according to the principles of professionalism and equity; and

ensure that the Code of Conduct is reflected in their practice at all times.