



RoleMapper – AI Powered Job Description and Job Architecture Management Platform

RoleMapper is an AI powered, job architecture and job description management platform, enabling organisations to easily create, store, view and manage, connected standardised job descriptions, and job architecture.

RoleMapper provides visibility of jobs and work and skills data across the organisation, and functionality to interrogate data and gain valuable insight. Using AI/machine learning to streamline and automate workflow, RoleMapper reduces time to create, review, approve and evaluate jobs, supporting process efficiencies, transparency around equal pay for equal work, and more inclusive organisational cultures.

With adoption of the RoleMapper platform you can:

- Centralise, view and gain insight from your jobs and work and skills data
- Effectively compare jobs across functions, job families and levels
- Manage, connect and easily update job structures, data and documents
- Automate processes around job creation, review and approval
- Fast track the job evaluation process
- Easily compare jobs side by side to assess equal work for equal pay – reducing the risk of pay equity fines
- Visualise skills across the organisation to support skills-based workforce planning, hiring and progression
- Provide clarity around skills-based performance management and progression
- Create consistent, inclusive job profiles and job descriptions and generate inclusive, job adverts with one click
- Retain and progress top talent and Increase employee engagement
- Save £s in recruitment and retention costs
- Save £s through process efficiency

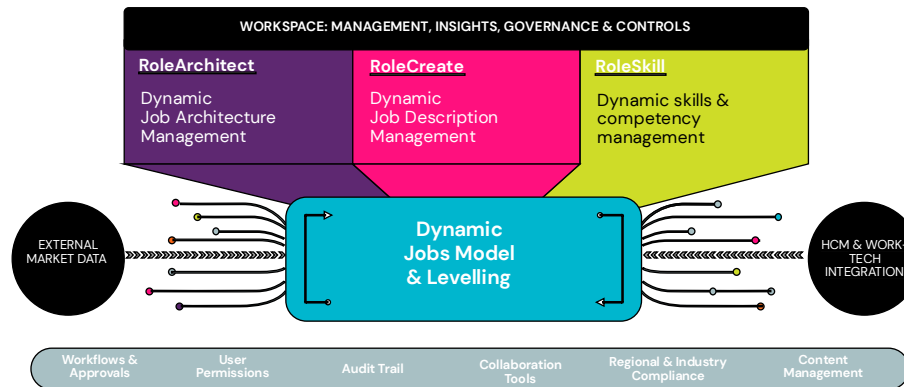
In previous implementations using the RoleMapper process, we have seen the following benefits:

- Creation of best practice, future facing job architecture with 12 weeks versus 18 months
- Creating and consolidating skills catalogue in 12 weeks versus 2 years
- Delivering organisational transformation within 9 months of a 2-year planned timeframe
- Saving of x 3 FTEs equiv. supporting job description and job evaluation processes
- Reduction in time to create/review JDs from 2 days to 15 minutes
- Reduction in job evaluation time from 5 weeks to 1 week
- 30%+ less time required by recruitment, HR and hiring managers

RoleMapper is a SaaS, Modular Platform

RoleMapper: AI-Powered Job Architecture Workspace

Dynamically maintain, manage & govern your job families, levelling, profiles, skills & competencies.



RoleMapper Core Modules

- **RoleArchitect** – Job architecture workspace for Reward and HR to manage job family groups, job families, job codes, titles and job profiles
- **RoleCreate** – Job description workspace for Managers and HR to automate the job description creation and approval process, and fast-track job evaluation
- **RoleSkill** – Skills management workspace to manage a customised skills taxonomy and analyse skills distribution across the organisation

RoleMapper Additional Modules / Functionality

- **RoleEvaluate** - Job evaluation module helping organisations to apply structured, evidence-based, consistent evaluation methods, incorporate automation and provide transparency around evaluation decision and rationale
- **RoleEquity** – Pay equity analysis and reporting, and a gender pay gap dashboard helping organisations ensure equal pay for equal work and identify potential pay discrimination before it becomes a compliance risk.

Connected Technology Foundation

Underpinning the RoleMapper is our Connected Technology Foundation, enabling connectivity of job content and work and skills data across your organisation. Skills-based job profiles connected to job architecture, can be linked to skills-based job descriptions, which in turn can be linked to external job adverts. Connecting work and skills data with job documents and structures ensures consistency and standardisation across all your people processes and allows for much more effective management of your entire job architecture and catalogue.

RoleMapper Data Transformation Services

RoleMapper fast tracks the creation of your essential work and skills data foundation. We transform job architecture, job families, titles, and job profiles / descriptions to be reviewed and/or dynamically managed on the RoleMapper platform. Combining the power of AI with human expertise, we quickly, efficiently create best practice, quality job profiles, descriptions connected to robust job families and job family groups (or leaving organisations ready to transition to job families if/when appropriate). RoleMapper provides the following data transformation services:

- **Job Architecture & Job Family Transformation**

We consolidate your job architecture data from multiple sources and rationalise to create job families and a standardised job architecture. Our Subject Matter Experts access dynamic job family and job title data to compare, create new and fill any gaps in your job architecture. Either your existing evaluation framework or the RoleMapper framework is incorporated.

- **Job Catalogue Creation**

Taking your existing job data to inform our proprietary ML processes we create a catalogue of best practice skills-based job profiles / JDs – one for each unique role in your organisation, content is aligned to job families and levels. Skills are inferred from the work for each job and surfaced with proficiency level differentiated descriptors to support skills-based progression, performance management, workforce planning, internal mobility and hiring.

- **Skills taxonomy Creation**

We develop skills data into a comprehensive skills taxonomy. Skills labels and proficiency levels are defined and clear and precise descriptors created for each skill at each proficiency level. Skills proficiency alignment is based on the requirements of each role and skills are “smoothed” to ensure horizontal alignment across job families, enabling calibration and ensuring organisation-wide consistency.

- **Job Content Digitisation and Optimisation**

We digitise your existing job descriptions and map them into the RoleMapper best practice template in the platform. Content is optimised to address biased language and other barriers to inclusivity and correct spelling and grammar. The resulting standardised, inclusive job catalogue is hosted centrally on the RoleMapper platform for review / ongoing management.

- **Data Mapping**

You have the option to map employee data and salary data into the platform to enable pay transparency compliance and support pay equity through analysis and reporting and gender pay gap dashboard

RoleMapper Key Features

- AI-powered data transformation delivers robust work and skills data foundation
- Cloud-based job architecture workspace incorporating evaluation framework
- Centralised catalogue of skills-based job profiles hosted in connected workspace
- Consistent, standardised, organisation-wide work and skills data
- Pay equity analysis and reporting and gender pay gap dashboard
- AI powered content creation and augmentation features fast-track job description creation and ensure consistency, quality, and accuracy
- Automated workflow fast-tracking JD creation, review and approval
- Recruitment interface provides ability to rapidly generate best practice inclusive job advert to support efficient, inclusive recruitment
- Comprehensive audit trail to manage and track changes, tracking both user changes within the document and changes to versions over time
- Dashboards and governance features to monitor the quality, scope and accuracy of jobs
- Automated workflows and collaboration functionality to effectively manage multiple stakeholder input
- Tech enabled stakeholder engagement and change management

RoleMapper Key Benefits

- The combination of RoleMapper expertise and technology ensures a quality outcome, delivered at speed
- Digitised work and skills data, job structures and documents are centralised to provide an organisational wide, consistent data foundation to underpin all of your people processes
- RoleMapper replaces laborious manual processes, reducing the burden on busy People teams and managers, saving time and money
- Employee and salary data across a structured, consistent job architecture, improves work and pay transparency, reducing risk of pay equity fines
- Data consistency and standardised processes enable more effective governance
- Progression and performance management transparency improves engagement and retention
- Visibility of consistent work and skills data supports effective workforce planning, internal mobility and hiring
- Fast, well-supported user onboarding, ensures value from the outset, maximising return on investment
- Easy job sharing and collaboration with multiple stakeholders, fast tracks the review and approval processes as well as improving stakeholder engagement and change management

RoleMapper Training

RoleMapper training ensures that users experience RoleMapper benefits as soon as possible. Quickly and easily creating quality job descriptions, engaging with workflow to govern job creation, review, approval, evaluation and/or supporting others to do so. Training is discussed with your Implementation Manager, and a tailored program is designed to fit in with your needs. Sessions typically include:

- **User Training**

Training for Users of RoleMapper, this may be split to multiple sessions for different categories of Users (i.e. Recruiters, Reviewers, Contributors, Approvers etc. This training is delivered as each group of users "Go Live" on the platform. Example content includes:

- Context for the project
- Introduction to RoleMapper
- Platform training on key functionality to bring the platform to life
 - Navigating the system
 - Locating job descriptions
 - Explaining the JD template
 - Creating best practice job descriptions
 - Best-practice process
 - Commenting on job documents
- Review Group Process
 - Overview of review process
 - Submitting for review

- **SuperUser Training**

Superuser training is designed for the core team who will be managing the use of the RoleMapper platform and providing internal user support. This training is delivered before the roll out to the wider organisation and is designed to enable Superusers to use and administer the platform. Example Content includes:

- Brief Introduction to RoleMapper
- Platform training on key functionality to bring the platform to life
- Navigating Job Architecture
- Job Architecture cleansing and updating
- Managing Review Groups
 - Overview of Review Group process
 - Creating Review Groups and adding members
 - Assigning documents to a Review Group
- Reporting

- **Drop-In Sessions**

These sessions enable users to bring any questions or issues for specialist help. Sessions can be scheduled at different times to provide access to as many users as possible

RoleMapper Support

Your RoleMapper team can provide additional support to help you to meet your objectives and reduce the burden on your internal resource. Typical support requirements include:

- RoleMapper led management of the collaborative data review/refinement process
 - Review group set up and management
 - Training for review group members
 - Additional drop in and in platform user support
 - QA of output to support approval

- Design and delivery of bespoke 1-2-1 /small group training
- Data analysis
- Reporting
- Change management
- Business case development
- Stakeholder engagement

How we Implement RoleMapper

Approach to Implementation

Mobilisation	Content review and upload	Data Transformation	Agreement for platform requirements	Platform configuration	User acceptance testing and User training	Go Live and ongoing support	Change management support
• Kick-off Call • Confirmation of project scope, team and timeline • Data gathering (job content, hierarchy details) • Scope system integration	• RM to review and validate data provided • RM to upload content and map into templates	• Processing job data • Optimising job content • Building job architecture and career paths • Mapping skills	• Understand current internal process • Sign-off on JD template and user workflow	• RM to configure platform based on requirements • Internal testing	• Opportunity for Super Users to review platform and provide feedback • Training sessions as agreed in project scope	• Ongoing support for users • Reporting reviews • Collection of user feedback • Quarterly Business Review	• Ongoing support to integrate the use of the RoleMapper platform into the business



Below is an indicative timeline for implementation:

Indicative Implementation Timeline

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12
Project Mobilisation												
Job Data review and upload												
Data Transformation												
Agreement for platform requirements												
Platform configuration												
User Acceptance Testing												
User training												
Go live and ongoing support												
Change management support												



RoleMapper Platform Requirements

RoleMapper is hosted via AWS public Cloud. There are no system requirements except a modern web browser.

RoleMapper After Sales Support

Dedicated support is included in our service and provided via our dedicated customer support team who can be contactable via webchat or via email. Service levels are provided depending on the level of training and service support required. Support queries are ticketed, logged and tracked to resolution and the Customer is kept informed as the query progresses.

We also offer telephone support Monday to Friday 9am to 6pm (UK time) and have web chat support via our platform.

Each Customer is provided with a dedicated Customer Success support who work closely with the users of the platform to ensure that there is adequate training and ongoing user help to optimise the value from the RoleMapper platform. Training packages and additional support are tailored to each individual customer needs and agreed during pre-implementation stages and laid out in the statement of work/contract.

Regular training modules are provided to support user adoption and platform optimisation.

RoleMapper Service Levels

- Guaranteed availability
 - All our services are hosted on AWS infrastructure with an SLA of 99.9% uptime.

Our Approach to Resilience

- Multi-AZ deployments
 - Amazon RDS Multi-AZ deployments provide enhanced availability and durability for database instances, making them a natural fit for production database workloads. All our servers are Multi-AZ database instances, Amazon RDS synchronously replicates the data to a standby instance in a different Availability Zone (AZ).
- Automated backups
 - Amazon RDS automated backup enables point-in-time recovery for database instances. Our database backups and transaction logs are stored for a 30-day period. This allows us to restore our database instances to any second during the retention period, up to the last five minutes.
- Outage reporting
 - AWS console monitors performance and notifies with email alerts to our customer base
- Failure to meet SLA
 - Service Level Agreement penalties re agreed on a client-by-client basis and may include financial compensation, service credits, licence extension or support.

RoleMapper Backup and Recovery

- All RoleMapper data is stored in an Amazon Aurora database, Aurora backs up the RoleMapper cluster volume automatically and retains restore data for the length of 30 days. Aurora backups are continuous and incremental so data can quickly restore to any

point in time within the backup retention period. No performance impact or interruption of database service occurs as backup data is being written.

Offboarding

End-of-contract data extraction

- All customer data can be exported and provided in CSV format.

End-of-contract process

- Customer data is exported in CSV format and any data that can identify a customer, is deleted after a 12-month period.

Invoicing & Payment

- All pricing excludes VAT.
- The customer shall pay Role Mapper Technologies fees, by way of bank transfer, as follows:
- Invoicing:
 - Annual licence fee annually, one year in advance
 - Implementation, professional services and training fees on commencement of project
 - Payment for any additional charges, as agreed with the Customer, monthly in arrears

Disbursements & Expenses:

- All expenses and disbursements (including reasonable travel and subsistence expenses) incurred by Role Mapper Technologies in the delivery of the services will be charged at cost
- Expenses and disbursements will be agreed in advance and payable monthly in arrears

Payment Terms:

- Our payment terms are 30 days on submission of invoice