RE-GRADING REQUEST FORM

Current Role Details

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| --- | --- |
| Role Holder’s Name |  |
| Payroll number |  |
| Job Title |  |
| Current Grade |  |
| Start date in current role |  |
| School/Function |  |

Proposed Details

|  |  |
| --- | --- |
| Job Title  (if different from above) |  |

Required attachments

The following documents are required in all cases:

* Existing job description and person specification. Changes to the role should be edited using track changes, or by highlighting the changes to the role in red.
* Organisation chart(s) detailing job titles and grades of roles within the team/department and demonstrating how the role fits within the larger department/school/faculty/service.
* Incomplete cases will be returned, which may result in the case being submitted to the next available Committee meeting.

Business Case

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| Please explain **why** the role has changed.  Please provide the context for the changes to the role, including any relevant historical information. Clearly set out the key business drivers for the changes e.g. included in University or School strategy or 5 year plan, restructuring, new work to be undertaken, changes to legislation or regulations, significant business growth. |
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| Please explain **how** the role has changed.  Please describe the significant and material changes to the duties and the step change in the level of responsibility and accountability of the role.  Clearly demonstrate:   * How the new/additional responsibilities have developed; * Why they have been allocated to the specific individual; * Where the role holder is no longer performing duties they were originally appointed to undertake is this because   + they are no longer required (please explain why)   + they have been delegated to another member of the team (this will trigger a review of their role) |
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| Please supply any quantitative information to indicate the scale of the role  (e.g. proportion of time spent on different tasks/responsibilities, income generated by the role holder, or size of budget managed. The number of students, or programmes the role holder deals with, the number of contracts/projects managed) |  |
| Please provide details of any other roles in the team/Department/ School that are affected by the changes to this role?  If this is a generic role, such as Programme Administrator, will the changes apply equally to all role holders? And if not, please explain why?  If there has been an increase in the responsibilities of this role, has there been a corresponding reduction in the responsibilities of another role? |  |
| Please supply any other relevant information which could have an impact on the role. |  |

Signatures

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| Line Manager/Head of Department | Signed | Date |
| Head of School/Head of Function comments  Please provide a brief commentary, explaining how the role fits within the wider context of the School/Function, and any additional comments or background information you wish to bring to the attention of the Committee. |  | |
| I confirm that this is an accurate reflection of the role holder’s responsibilities and accountabilities. | Signed | Date |

For HR use only

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| Date received: |  |  |
| Document check: | Re-Grading Request Form |  |
| Job Description & Person Spec |  |
| Organisation Chart (with grades) |  |
| Evaluation check: | Date Evaluated |  |
| Total Point Score |  |
| Grade |  |
| Outcome of Re-Grading Committee |  |
| Notes: |  | |