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**REQUEST FOR EVALUATION OF NEW/VACANT ROLE**

|  |  |  |
| --- | --- | --- |
| Professional Services Division / Faculty / School: |  | |
| Business Process area:  *(Education and Students, Wellbeing, Marketing, IT)* |  | |
| Divisional Head’s / Faculty Manager’s / School Manager’s Declaration:  *(where applicable)* | “I confirm I agree with the requirement for evaluation and the content of the job description.” ☐(check box)  Name(s): | |
|  | |
| Job Title (Current): |  | |
| Job Category: (select from drop down) | Choose an item. | |
| Reason for establishing new role or changes to vacant role: |  | |
| If vacant role, please state the name of the previous role-holder: |  | |
| Anticipated Grade: |  | |
| **NOW SEND THIS FORM AND THE NEW JOB DESCRIPTION TEMPLATE BY E-MAIL TO THE RELEVANT FACULTY / DIVISIONAL HUMAN RESOURCES BUSINESS PARTNER** | | |
| **For HR Use Only** | | |
| **Date received:** | |  |
| **Does the role fit appropriately within the Divisional / Faculty / School structure?** | | **YES**  **NO** |
| **Does the role overlap with any other service area outside of the existing Professional Services Divisional / Faculty / School structure?** | | **YES**  **NO** |
| **Can the JD be used as a generic?** | | **YES**  **NO** |
| **Have the grade descriptors (where appropriate) been used?** | | **YES**  **NO**  **N/A** |
| **Are there any professional registrations required for this role? (If yes, please specify here for JD upload to repository)** | |  |
| **Is the JD well-structured and coherent?** | | **YES**  **NO** |
| **Is a DBS check required for this role? (Add here for JD upload to repository)** | | Choose an item. |
| **Is a pre-employment health check required?** | | **YES**  **NO** |
| **Can the grade expectation be met?**  **(Know How check completed?)** | | **YES**  **NO** |
| **Name of Role Expert to attend the panel (where deemed necessary by the HRBP):** | |  |
| **Where appropriate, any contextual information for the Technical Adviser:** | |  |
| **Confirmed job description template ready for evaluation:** | | **YES**  **NO** |
| **HR Business Partner:** | |  |
| **Date:** | |  |
| **Please remove all comments from the job description:**  **Within Microsoft Word go to Review > Delete > Delete all comments in document**  **Then forward to:**  **reward-team@bristol.ac.uk** | | |

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**<Insert job title here >**

# JOB DESCRIPTION

Faculty / School or Division: School of

Faculty/School or Division Address:

|  |  |  |  |
| --- | --- | --- | --- |
| Job Family: | Professional & Administrative Services | | |
| Grade: |  | Salary range: |  |
| Hours of work: |  | Contract type: |  |
| Work pattern: |  | Vacancy Reference Number: | |

## Main Job Purpose (a short paragraph of 2-3 sentences)

## Standard Responsibilities (10-12 bullet points)

**1.2.1 Additional Responsibilities (if applicable)**

## Relationships

Line manager:

Line manager to (where appropriate):

## Job Hazards and Pre-employment Checks

Please include details of what pre-employment checks the role requires eg health screening and DBS. (Please refer to the guidance notes at: <http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/checks.html>)

No DBS check or health screening required.

This post requires the role holder to satisfactory pass Baseline Personnel Security Screening (BPSS) prior to starting in role.

The post holder will be subject to a satisfactory **[standard/enhanced/enhanced with child/adult/child and adult barred list] DBS check** as a requirement to operate within role. This check will be completed prior to taking up post, with re-checks required every 3 years while in role.

The following duties are an intrinsic part of the role and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:

* LIST HAZARDS

# **PERSON SPECIFICATION**

## Standard Skills, Knowledge & Experience Required

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessed By A/I/T/O** |
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## Additional Skills, Knowledge & Experience (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessed By A/I/T/O** |
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A – Application Form

I – Interview

T – Test or Scenario

O – Other e.g. presentation, focus group

## FOR JOB EVALUATION PURPOSES ONLY

## 3.1 Typical Work Activities (across a day/week or month)

## The role holder will spend most of their time .…………….

## 3.2 Organisation Chart

**3.3 Other Statistical or contextual information relevant for job evaluation purposes**

**3.4 Relevant Physical and Environmental Information**

**3.5 Key contacts**