Re-Grade Upwards to Generic Job Description

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| **Employee Name:** | Click or tap here to enter text. | **Resource ID:** | Click or tap here to enter text. |
| **Current Job Evaluation Number:** | Click or tap here to enter text. | **Current Grade:** | Click or tap here to enter text. |
| **Requested Job Evaluation Number:** | Click or tap here to enter text. | **Requested Grade:** | Click or tap here to enter text. |
| **Effective Date of Change:** | | Click or tap to enter a date. | |

***Please provide brief comments under each heading, up to a maximum of 2 sides of A4***

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| **Key strategic or operational reason for changing the position to a higher grade:** Click or tap here to enter text. |
| **Examples of current grade or old job description duties for which need has ceased, reduced or substantially changed:**  Click or tap here to enter text. |
| **Availability and examples of higher-level duties consistent with higher grade generic job description:**  Click or tap here to enter text. |
| **Assessment that there is no pool for the higher-grade role (i.e. only one person in the existing job description within the area/subject/discipline):**  Click or tap here to enter text. |
| **Summary of how the individuals' qualifications, skills, experience and performance meet the specification of the higher-grade role and demonstrate they will successfully perform to the new job description:**  Click or tap here to enter text. |
| **Confirmation of appropriate approvals received, including budget holder/process owner (Head of Division/Technical Manager/School Manager/Faculty Manager):**  Click or tap here to enter text. |

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| **Declaration: I have discussed and agreed this change with the role holder and the new job description is an accurate reflection of their duties** | |
| **Submitting Manager Name:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |

Please return completed forms to the appropriate HR Business Partner for your Faculty/Professional Services. See HR contacts here: http://bristol.ac.uk/hr/contact/