

**REQUEST FOR RE-EVALUATION OF ROLE**

|  |  |
| --- | --- |
| Role-holder’s name(s): |  |
| Professional Services Division / Faculty / School: |  |
| Process Owner area:*(where applicable e.g. Education and Students Process area)* |  |
| Divisional Head’s / Faculty Manager’s / School Manager’s / Declaration:*(where applicable)* | *“I confirm I agree with the requirement for re-evaluation and the content of the revised job description.”*  [ ] (check box) |
| Name(s): |
| Job Group No: |  |
| Job Title (Current): |  |
| Proposed Job Title (where different):  |  |
| Short description of substantive and material changes to the role (please ensure job description fully reflects all aspects of the revised role)N.B. Please attach revised job description (including work examples) |  |
| Current Grade: |  |
| Anticipated Grade: |  |
| Role-holder’s Declaration: | *“I confirm I agree with the content of the revised job description.”*  [ ] (check box) |
|  | Name(s): |
| Date: |  |
| Line Manager’s Declaration: | *“I confirm I agree with the content of the revised job description.”*  [ ]  (check box) |
|  | Name: |
| Line Manager comments (if any)  |  |
| Date: |  |
| **NOW SEND THIS FORM AND THE NEW JOB DESCRIPTION TEMPLATE BY E-MAIL TO THE RELEVANT FACULTY / DIVISIONAL HUMAN RESOURCES MANAGER / OFFICER** |
| **For HR Use Only** |
| **Date received:** |  |
| **Does the role fit / make sense within the Professional Services 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** |
| **Has backdating been approved by the Head of HR Operations?** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Effective date of any grade change agreed by Head of HR Operations (giving reasons where appropriate):** |  |
| **Name of all role holders in the job group that this re-evaluation applies to:** |  |
| **Name of all role holders currently in the job group that this re-evaluation does NOT apply to:** |  |
| **Name of Role Expert to attend the panel (where deemed necessary by the HRM/O):** |  |
| **Where appropriate, any contextual information for the Technical Adviser:** |  |
| **Confirmed job description template ready for evaluation:** | [ ]  **YES** [ ]  **NO** |
| **HR Manager / Officer:** |  |
| **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** |



**<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>**)**

# **PERSON SPECIFICATION**

## Standard Skills, Knowledge & Experience Required

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

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| --- | --- | --- | --- |
| **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**