

**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>)

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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Additional Skills, Knowledge & Experience (if applicable)

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

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**