

**Grading Review Assessment Application Form for Professional Services Staff**

**INTRODUCTION**

This form must be completed to request **reassessment** of a role under the Higher Education Role Analysis (HERA) system.

The form should be completed by the line manager in partnership with the current role holder.

To allow the role to be properly evaluated by trained analysts, the information provided must clearly show:

* typical examples of strategic or operational activities
* complexity of tasks
* level of responsibility

**PROCESS**

**Verification of the application**

Line managers must:

* advise their PVC/Executive Director that a request for role analysis is being submitted
* carefully check that all the relevant details are included so that the submission fully and accurately reflects the role holder’s duties
* check the organisation chart submitted with the application is an accurate reflection of the current structure
* resolve any areas of disagreement prior to submission of the request for analysis
* be available for enquiries by evaluators where evidence is unclear
* ensure the final page of this form is fully completed, to confirm that any budgetary implications have been noted.

**Submitting the Request**

This form must be submitted to:[rewardandbenefits@greenwich.ac.uk](mailto:rewardandbenefits@greenwich.ac.uk) together with:

* the current job description
* an organisation chart showing the current organisation structure
* the new job description

No other documentation (such as example documents or CVs) must be sent.

Any submissions which are incomplete will be returned to the submitting line manager to complete all required fields. The application may then be resubmitted for assessment later.

**Conditions for application:**

* This scheme is only applicable for professional services roles, whether those roles sit in a faculty or directorate
* The existing postholder should have been in their existing role for at least 12 months
* Posts which have been introduced as part of a directorate or faculty restructure cannot be considered for re-evaluation within a twelve-month period of that restructure
* If a post has previously been re-evaluated through GRAP, then it cannot be considered again for further re-evaluation within a twelve-month period
* Regrading of posts will generally lead to a one grade increase, however, where there are exceptional business mitigations, two grades may be considered

**APPLICATION FOR HERA JOB EVALUATION**

**PLEASE COMPLETE ALL THREE SECTIONS**

**SECTION 1**

**PERSON DETAILS**

|  |  |
| --- | --- |
| Full Name |  |
| Faculty/Directorate |  |
| Current job title and grade |  |
| Proposed job title and grade |  |
| Does the application meet the above conditions? | Yes/No  ***If you have answered “NO” please contact the Head of People Operations to discuss before proceeding further.*** |
| Are you currently receiving any additional payments? (please tick if applicable) | ☐ market supplement  ☐ temporary responsibility allowance  ☐ additional duties  ☐ other, please state……………………………………………………… |

**SECTION 2**

**CHANGES TO EXISTING ROLE**

Please provide a summary of the changes using the following questions to support the application.

Please also highlight any related key changes in the revised job description that should be attached to this application.

You should submit no more than two sides of A4 in answering the below.

|  |
| --- |
| **Key strategic or operational reason for changing the position to a higher grade:** |
| **Examples of current grade or old job description duties for which need has ceased, reduced, or substantially changed:** |
| **Availability and examples of higher-level duties consistent with higher grade generic job description:** |
| **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):** |
| **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:** |

**SECTION 3**

**AUTHORISATION TO PROCEED WITH THE ROLE EVALUATION**

Please complete the following:

|  |  |
| --- | --- |
| Role holder – WHERE APPLICABLE | |
| **I confirm that this application and supporting information correctly reflects the required duties of the role.** | |
| Signed (Role holder)  ………………………………………………………………… | Date  ………………………… |
| Print Name  ………………………………………………………………… |  |

|  |  |
| --- | --- |
| Line Manager | |
| **I confirm this is an accurate record of the role requirements and support the application. I confirm that I have considered this application in light of job descriptions for other roles within the service area (i.e. the school/department/team)** | |
| Signed (Manager)  ………………………………………………………………… | Date  ………………………… |
| Print Name  ………………………………………………………………… |  |

Faculty/Directorate Comments.

1. Please provide information in support of this application – max of 600 words

2. Please note: Applications for assessment under GRAP may not be submitted for roles in areas which have undergone restructure exercises within the preceding 12 months. In exceptional circumstances where this is approved by the PVC/Executive Director, the reasons must be covered in a supporting statement.

|  |  |
| --- | --- |
| PVC/Executive Director | |
| **I confirm that the financial implications for funding any upgrade of this role have been alerted to the Finance Directorate.**  **I confirm that the Faculty/Directorate fully support this application** | |
| Signed (PVC of Faculty/ Executive Director of Directorate)  ………………………………………………………………… | Date  ………………………… |
| Print Name  ………………………………………………………………… |  |
| Name of Account Manager  ………………………………………………………………… |  |

*Before submission please check the following are attached:*

***the new job description***

***the current job description***

***the current organisation chart***

*In certain cases, the People Directorate may also require copies of job descriptions for jobs within the same work team as the job under review. Where role analysts/panel members require clarification of information, they will contact the line manager/employee. This will be prior to or on the panel date.*