REGRADING GUIDANCE NOTES FOR LINE MANAGERS

INTRODUCTION

These Guidance Notes are intended to supplement the information within the Regrading Procedure and the generic Role Descriptors.

For further information, please contact your Head of Section, HR Partner/Advisor or Trade Union representative.

JOB FAMILIES AND ROLE DESCRIPTORS

The creation of Job Families and associated Role Descriptors assist us in fulfilling our statutory obligations in remunerating staff fairly and in accordance with the principle of equal pay for work of equal value.

The criteria outlined within each of the Descriptors reflect different types and levels of expectation within and across the Elements. The overall level of responsibility, achievement, contribution, competency, knowledge, complexity and/or esteem is broadly equal, although the activity may be reflected in different proportions across the 14 Elements for different applicants. It should be noted that the examples listed in the Role Descriptors are for illustrative purposes only, and are not intended to be exhaustive.

ACADEMIC RELATED STAFF (GRADES 5-9)

The three Job Families have been created to cover all roles within the University at Grades 5 & 6. The Role Descriptors within each Job Family outline the expectations for posts at each grade within the University in terms of responsibility, complexity, contribution, good citizenship and achievement for staff.

The three job families are:

- Professional/Administrative/Managerial
- Technical
- Facilities and Estates

SUPPORT STAFF

The two Job Families have been created to cover all roles within the University for Grades 1-4. The Role Descriptors have been developed in consultation with the recognised Campus Trades Unions and outline the criteria for regrading across Grades 1-4. The Descriptors have been developed within two job families to reflect the different balance of activities undertaken by colleagues at the University.

The two job families are:

- Secretarial, Clerical and Information Support
- Technical, Facilities and Operations Support

The Role Descriptors within each Job Family outline the expectations for posts at each Grade within the University in terms of responsibility, complexity, contribution and achievement for staff in Grades 3 and 4. It is recognised that the majority of roles at Grade 1 and 2 level are defined within formal training programmes or within standard job descriptions (e.g. those agreed at the implementation of the Framework Agreement or in line with local protocols and procedures). Therefore, additional Role Descriptors have not been created for members of staff in these grades.

COMPLETION AND SUBMISSION OF THE APPLICATION FORM

The Regrading Procedure includes detailed information on the regrading process; the main points are summarised below:

- An application for regrading of post can be made through either a joint submission prepared by a member of staff and their line manager or by the member of staff themselves, regardless of whether the case is supported by the line manager or not. The line manager or the member of staff can initiate discussion on the intentions to apply for a regrading of post.
- If the member of staff initiates the process, they should advise their line manager of their intention to submit a regrading application. If the process is initiated by the line manager, they will discuss the application with the member of staff and will allow them to contribute to the process.
- If the line manager does not support the application, the post holder can still proceed with submission of the application
- **In cases when the application is not supported, both, the line manager and the appropriate senior manager (i.e. Director) are responsible for providing detailed information within the application form on why they do not approve the application and writing an evaluation report (section 3&4 of the application form)**
- The line manager will submit the regrading application together with the following information:

    - **Existing job description**
    - **Draft of amended job description (or existing documents with tracked changes), including information on the business needs for the changes to the post AND the proposed new job title (if applicable)**
    - **Organisational chart clearly identifying the team structure as it is currently AND the structure following the regrading as specified below:**
        - **The position of the member of staff and current grade within the structure AND the proposed position of the member of staff after the regrading;**
        - **The job title and grade of the post(s) managed by the member of staff currently and after the regrading;**
        - **The job title and grade of the member of staff immediate colleague(s) currently and after the regrading;**
        - **The job title and grade of the member of staff supervisor and/or line manager currently and after the regrading.**

In preparing applications for regrading, line managers are reminded of the need to discuss applications with appropriate individual(s) within the managerial/supervisory structure e.g. Head of Section, Technical Resources Manager, etc.

All applicants seeking regrading are strongly encouraged to clearly outline how their post meets the criteria outlined within the Role Descriptors in preparing their submission. Advice and support on the regrading process and completion of the application form can be obtained from the HR Partner/Advisor. N.B. completion of the regrading application is the responsibility of the post holder or the line manager.

The Role Descriptors are understood to be representative, typical and sufficient, rather than definitive or mandatory. There are no absolute rankings between them and no requirement to cite evidence for every bullet point. Applicants may cite alternative types of evidence, which will be judged for their equivalence to the suggested criteria.

Application forms will not be accepted unless they contain the mandatory information referred to above. Incomplete applications will be returned to the applicant unprocessed.

Fully completed and verified application forms, accompanied by appropriate supplementary information, should be submitted either electronically (in a scanned/pdf format) or in hard copy to Human Resources at regradingapps@abdn.ac.uk

CONSIDERATION OF APPLICATIONS and NOTIFICATION OF REGRADING OUTCOME

Upon receipt of regrading application, the Head of HR will arrange for the application to be evaluated (scored or matched) by 2 Role Analysts. Once this is completed, the application will be allocated to an appropriate Regrading Panel.

The line manager and the member of staff will be advised of the date when the regrading panel will meet to consider the regrading application. Applicants will be notified of the outcome of their regrading application within 15 working days of the Regrading Panel meeting.

Applicants whose posts are successfully regraded at either the first submission or at appeal stage, will be advised in writing by the Human Resources Office. If the application is successful, the new grade and salary will be effective from the 1st of the month after the application was submitted.

Unsuccessful applicants will receive a constructive feedback covering the process by which the decision was made and the reason for the decision.

APPEAL

Any applicant has the right of appeal against an unsuccessful regrading application on the grounds of procedural irregularity including insufficient feedback from the Regrading Panel. If the regrading and any subsequent appeal is unsuccessful, then a re-submission cannot be made until a 12 month period has elapsed from the date the original application was considered by the Regrading Panel.

The appeal process is not intended to query the judgement reached on the regrading application.

The appeal will be heard in line with the University Procedure for Hearing an Appeal.