**Section 1**

The Regrading Application form should be completed in sufficient detail to allow the Role Analysts to undertake an evaluation of the role requirements. You should provide evidence of the activities you undertake in your role that will allow the analysts to establish the level of the responsibilities associated with your role.

|  |  |
| --- | --- |
|  **Please tick to confirm you have read the accompanying guidance notes** |  |

**As referenced in the guidance notes please do not make reference to your gender in this form.**

**THIS TEMPLATE SHOULD BE COMPLETED ELECTRONICALLY**

|  |
| --- |
|  |
| **PERSONAL** **DETAILS**  |
| **Surname Only:**  |  |
| **School/Department:**  |  |
| **Current Grade and Position:** |  |
| **Date of Last Regrading:**(If none, please indicate N/A) |  |
| **Application Submitted By**: | **Surname Only:****Job Title:**  |

**Section 2**

|  |
| --- |
|  |
| **poST Summary** | **A concise statement giving details of the primary purpose of this post.** |
| **(Word Limit 500)****Any form that exceeds the word limits will not be considered.** |

|  |
| --- |
| **Principal Duties and Responsibilities****Enter up to 6 bullet points that capture the main responsibilities/activities associated with this post.** |
|  |
|  |
| POST OVERVIEW **Please note the suggested word limits for each section of the form. Applicants are permitted to exceed these limits where required, however, any form that exceeds the total word limit for the application (5100) will not be considered. Applicants are also reminded that all elements must be completed.****Please provide detailed evidence of areas in which the level of responsibility has increased since the post was created.**  |
| **(Word Limit 350)**Any form that exceeds the word limits will not be considered. |

**ROLE RESPONSIBILITIES**

Please expand on the details of the role by providing additional information against the 14 elements below.

**The following 14 elements are used in the HERA job evaluation system to analyse roles. This information will be used to help in determining the appropriate grade for this role.**

|  |  |
| --- | --- |
| **HERA ELEMENTS** | **PLEASE PROVIDE EXAMPLES OF THE POST REQUIREMENTS** |
| 1. **Communication**

**(Word Limit 500)** | **VERBAL**:  |
| **WRITTEN**:  |
| 1. **Teamwork and motivation**

**(Word Limit 250)** |  |
| 1. **Liaison and networking**

**(Word Limit 250)** |  |
| 1. **Service delivery**

**(Word Limit 250)** |  |
| 1. **Decision making processes and outcomes**

**(Word Limit 250)** |  |
| 1. **Planning and organising resources**

**(Word Limit 250)** |  |
| 1. **Initiative and problem solving**

**(Word Limit 250)** |  |
| 1. **Analysis and research**

**(Word Limit 250)** |  |
| 1. **Sensory and physical demands**

**(Word Limit 250)** |  |
| 1. **Work environment**

**(Word Limit 250)** |  |
| 1. **Pastoral care and welfare**

**(Word Limit 250)** |  |
| 1. **Team development**

**(Word Limit 250)** |  |

|  |  |
| --- | --- |
| 1. **Teaching and learning support**

**(Word Limit 250)** |  |
| 1. **Knowledge and experience**

**(Word Limit 250)** |  |
| **You may also include any other significant information which you feel has not been captured elsewhere on the form.****(Word Limit 500)** |

|  |
| --- |
|  |
| **SIGNATURE**The above job description is an accurate reflection of the requirements of the post.

|  |
| --- |
| **Post Holder:** *(Surname only in Block Capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

 |

**Please forward the completed form to your Line Manager**

**Section 3**

**LINE MANAGER**

**Please detail reasons (business need) for the proposed changes to this post, including how this change supports University strategy.**

|  |
| --- |
|  |

**Please provide detailed information on whether you support this regrading application. The information should confirm how the post (applicant) met / did not meet the criteria required for the regrading, and include any supporting evidence. If not supported, the information should provide a clear view on why the post is not suitable for regrading to the higher grade.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Please indicate whether or not you support this application for regrading:**

|  |  |
| --- | --- |
| **I support this application for regrading**  |  |
|  |  |
| **I do not support this application for regrading**  |  |

**STATEMENT SUPPORTING YOUR DECISION:**  |

***I confirm that the job description provided is an accurate reflection of the requirements of the post.***

***I also confirm that I have enclosed the following:***

* **Draft of amended job description (or existing job description document 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.**

**Line Manager:** *(Name in Block Capitals)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 4**

**DIRECTOR/HEAD OF SCHOOL**

**Please provide detailed information on whether you support this regrading application. The information should confirm how the post (applicant) met / did not meet the criteria required for the regrading, and include any supporting evidence. If not supported, the information should provide a clear view on why the post is not suitable for regrading to the higher grade.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Please indicate whether or not you support this application for regrading:**

|  |  |
| --- | --- |
| **I support this application for regrading**  |  |
|  |  |
| **I do not support this application for regrading**  |  |

**STATEMENT SUPPORTING YOUR DECISION:**  |

***I confirm that the job description provided is an accurate reflection of the requirements of the post.***

**Director/Head of School:** *(Name in Block Capitals)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please forward the completed form to Head of Human Resources by email to** **regradingapps@abdn.ac.uk**