

Job grading policy and procedure

1.	Scope
1.1	All posts for employees of the Information Commissioner's Office (ICO).
2.	Purpose
2.1	To establish the arrangements for evaluating the grades of jobs in the ICO, ensuring that the process is fair and consistent.
2.2	To inform employees of the ICO what the arrangements are for evaluating and grading job roles.
3.	Introduction
3.1	It is the intention of the Information Commissioner's Office to have a system of grading which ensures that all jobs are correctly positioned in the grade structure to reflect the responsibilities and duties of each role. There may be occasions where new jobs are created or existing jobs have changed over a period of time which means that a review of the grading of the job is necessary.
3.2	The Information Commissioner's Office is committed to ensuring equality and fairness in all aspects of employment. Equally, we are committed to ensuring that the organisation complies with employment legislation and best practice to ensure that we do not discriminate against any person on the grounds of gender, disability, ethnicity, age, sexual orientation, religious belief or any other factors that are not relevant to the effective performance of the job.
3.3	This policy and procedure outlines our approach to ensuring that jobs are evaluated and graded using a transparent process. This will produce a hierarchy of jobs, which is designed to ensure equal grading for work of equal value.
3.4	Job grading focuses on the relative worth of the role within the ICO's structure and is not about the postholder's performance in that job or personal characteristics. Decisions made under this policy will not be influenced by factors external to the requirements for the role under consideration.
3.5	Grading reports and panel decisions will be retained by Human Resources.
4.	Policy aims
4.1	An important aim of the policy is to ensure that the ICO has a clear system to assess the grade of each post in the organisation. This is particularly important when new job roles are created, or if there are significant revisions to the duties, responsibilities and outcomes required of an existing role.

- 4.2 Job grading will also help to establish an internal structure, which shows how each job compares to every other job, based upon the same criteria.
- 4.3 The policy, combined with the recruitment and selection procedure, also seeks to ensure that jobs are described and defined in a consistent and realistic manner.
- 4.4 The policy seeks to ensure that we identify the value of every role within the ICO and that our system supports the principle of equal pay for work of equal value.

5. The job grading panel

- 5.1 The ICO will establish a job grading panel to determine the job level at which new posts, and posts subject to re-evaluation, should be graded.
- 5.2 The job grading panel, including the chair, will comprise of five (or more) department heads including the Head of Organisational Development. A staff representative will also be invited to join the panel. The Chair of the panel will be one of the Heads of Department.
- 5.3 The Trade Union side of the Joint Committee will be asked to nominate the staff representative. Two representatives can be nominated, one will be a regular panel member and the other will act as substitute where the regular member is not available or may have a conflict of interest because of the role being evaluated.
- 5.4 Panel members will be trained or suitably experienced to conduct grading reviews and have an understanding of the grading structure at the ICO and of the relative skills, knowledge and responsibilities required of roles throughout the organisation. Training in the skills required to conduct grading reviews will be available. They will meet or liaise when job grading reviews are required.
- 5.5 When the panel receive a report from Human Resources and a copy of the job description, person specification and competencies for each job they are evaluating, they will decide the job level at which a particular job should be graded.
- 5.6 The panel request information from the manager for the post. In the case of an existing post being considered for re-grading, the postholder(s), will be given the opportunity make written representations to the panel before a final decision is made.
- 5.7 The panel will seek to reach a decision on a job grading by consulting one another without a face to face meeting e.g. by email. A panel decision should not normally be finalised until views have been received from all panel members. Where the panel is not in agreement, the

majority view will prevail unless a meeting is requested by one member. If a majority opinion on the grade of the post cannot be reached, the Chair will have the casting vote. The Chair may decide to refer the decision to the Commissioner and her Deputies if the panel is unable to reach a definite view.

- 5.8 Where email consultation of the panel has taken place, the chair will make a note which summarises the decision making process and reasoning. If a meeting has taken place to reach the decision, there will be minutes for each panel meeting, which HR will store.
- 5.9 The panel will also have a role in ensuring job parity across the ICO. They may, therefore, seek to compare the content of job descriptions for jobs at the same job level. This will help to establish consistency in the evaluation process.
- 5.10 Membership of the panel may change over time. The Commissioner may remove members of the panel; if so, a replacement will be nominated from the Department Heads Group or by the Trade Union side of Joint Committee, as appropriate.

6. Process for determining the grade of new posts

- 6.1 Before a job can be graded, an accurate and up to date job description must be written for the role.
- 6.2 The most appropriate manager in the department should write the job description.
- 6.3 Job descriptions must be written in a consistent manner. Human Resources can provide managers with advice on writing a job description and person specification, and determining the relative importance of the ICO's competencies to the role. You should note that the recognised trade unions may have an interest in the creation of a new role and draft job descriptions should be provided to them for information and comment.
- 6.4 The final job description should then be forwarded to the Human Resources team along with the Grade Review Request Form for newly created posts (see Appendix 4). A member of the Human Resources team (or HR Adviser or above) will compose a report for the Job Grading Panel.
- 6.5 The Human Resources report will provide the following information:
 - The background to the post.
 - The reason why an evaluation is required or has been requested.
 - Details of the job content, including what has changed since the role was originally graded.

- Information about how the role compares with other roles at the ICO.
- A comparison of the job content and requirements to the ICO generic job level descriptors (see Appendix 1).
- Details of discussions with the manager/Head of Department for the role and, where appropriate, the postholder(s).
- The report may also include a recommendation for the grading of the post.
- Other information that is relevant and may be of use to the job evaluation panel may also be included.

6.6 Job Grading Evaluation reports regarding jobs in Organisational Development will be written by a member of the Job Grading Panel who is also a member of the Department Heads Group. If necessary the panel member may be supported by external advisers who may assist with the compilation of the report. If external advisers are not engaged, Human Resources staff can provide advice on the report writing process, though Human Resources cannot be involved in writing a report for their own job or roles that they manage.

6.7 The Human Resources representative who writes the report may liaise with the managers involved in writing the job description to clarify the level of responsibility involved and how the post fits into the job family for the department. This information will be included in the report.

6.8 The Job Grading Panel will decide the job level of the post. They will use the information contained in the report and may also speak with the managers of the post if they feel further information is required.

6.9 Panel members who have a potential interest in the new post should declare the fact and not participate in the discussion. If more than one declaration of interest is received, the Chair should seek nominations for substitutes from the Department Heads Group or the Trade Union side of Joint Committee, as appropriate.

6.10 The post will be graded taking into account the factors described in the Generic Job Level Descriptors and Job Levels Guidelines (see Appendices 1 and 2) and the content of the report from Human Resources.

The job grading panel will determine which job level most closely matches the responsibilities and outcomes required for the post to determine the appropriate grade.

6.11 Having considered the grading for the post the Chair will communicate the outcome in writing to the manager and Head of Department concerned and to Human Resources. The role can then be advertised at the decided grade.

- 6.12 It may be necessary for the panel to provide feedback on their decision, particularly if this differs from the recommendation made by Human Resources. This should be provided by the Chair in writing to the Head of Department of the post.

7. Process for reviewing the grade of existing posts

- 7.1 There may be occasions where it is appropriate for the grade of a job to be reviewed.

This may be because:

- the responsibilities of the post and outcomes required are anticipated to change significantly;
- the department is being re-structured;
- the initial grading for a recently created position is being questioned; or
- the actual content of the job has changed over time to such an extent that the existing grade of the role may need to be reviewed.

- 7.2 In specific circumstances identified in 7.1 a job grading review may be requested using the Grade Review Request Form for existing posts (see Appendix 3).

A grade review may be requested by the postholder, by the Head of Department, or by a trade union which is recognised by the ICO.

- 7.3 A request for a grade review must be commented upon by the Head of Department. The Head of Department will be required to state if they support the application for a grading review and why they feel a review is or is not justified.

This does not require the Head of Department to agree that the post should be re-graded, but to confirm that there is a legitimate case for the role to be re-evaluated.

- 7.4 If a Head of Department or a trade union representative is seeking a grade review on behalf of a postholder(s), he or she should complete the appropriate sections of the Grade Review Request Form.

- 7.5 Where a number of people hold the same position and wish to have the job level reviewed, one or two people may submit the Grade Review Request on behalf of the others or by the trade union. The individual(s) submitting the form will then continue to represent their colleagues in any meetings required as part of this process.

- 7.6 Panel members who have a potential interest in the new post should declare the fact and not participate in the discussion. If more than one declaration of interest is received, the Chair should seek nominations

for substitutes from the Department Heads Group or the Trade Union side of Joint Committee, as appropriate.

- 7.7 The relevant Head of Department must ensure that the job description to be assessed is accurate and up to date.
- 7.8 The job description should then be forwarded to the Human Resources team along with the Grade Review Request Form. A member of the Human Resources Team will acknowledge receipt of the request for grading review and provide an estimated time frame for completion of the evaluation process. A member of the Human Resources team (of Level D or above) will compose a report for the Job Grading Panel. For new posts this will normally be within two weeks of receiving the request. For existing posts this will normally be within six weeks of receiving the request. If this is not likely to happen HR will keep all parties informed.
- 7.9 The Human Resources report will provide the following information:
- The background to the post.
 - The reason why an evaluation is required or has been requested.
 - Details of the job content, including what has changed since the role was originally graded.
 - Information about how the role compares with other roles at the ICO.
 - A comparison of the job content and requirements to the ICO generic job level descriptors (see Appendix 1).
 - Details of discussions with the manager/Head of Department for the role and, where appropriate, the postholder.
 - The report may also include a recommendation for the grading of the post.
 - Other information that is relevant and may be of use to the job evaluation panel may also be included.

This information will be made available to the postholder(s) and the Job Grading Panel.

- 7.10 Reports regarding jobs in Organisational Development will be written by a member of the Job Grading Panel who is a member of the Department Heads Group. If necessary the panel member may be supported by external advisers who may assist with the compilation of the report. If external advisers are not engaged, Human Resources staff can provide advice on the report writing process, though they cannot be involved in writing a report for their own job or roles that they manage.
- 7.11 The Human Resources representative who writes the report may liaise with the postholder(s) and Head of Department who submitted the request to clarify the level of responsibility involved and how the post fits into the job family for the department. This information will be included in the report.

7.12 The Job Grading Panel will decide the job level of the post. They will use the information contained in the report and may also speak with the postholder(s) and manager/Head of Department of the post if they feel further information is required.

7.13 The post will be evaluated taking into account the factors described in the Generic Job Level Descriptors and Job Levels Guidelines (see Appendices 1 and 2) and the content of the Human Resources report.

The job grading panel will determine which job level most closely matches the responsibilities and outcomes required for the post to determine the appropriate grade.

7.14 Having considered the grading for the post the Chair will communicate the outcome in writing to the Head of Department concerned and to Human Resources. The Head of Department will communicate the panels' decision to the postholder(s) and confirm to the Chair that this has been done. The Chair will then confirm the decision of the panel in writing to the postholder(s) and inform them of the appeals procedure. Relevant documentation will be made available to the postholder.

7.15 The Job Grading Panel should normally take no longer than one month from receipt of all papers to make its determination. Communication with the Head of Department and the postholder should normally be made by no longer than two weeks after its decision.

7.16 If the job level for the post is increased then the Head of Department and Human Resources will agree a date to apply the new job level. In most cases, the effective date will be that on which the request for a grading review was submitted in writing. The postholder will be paid in accordance with the new job level from the agreed date.

7.17 It is possible that the outcome of a grading review is to downgrade the post.

If that is the case:

- The ICO will offer the postholder suitable alternative roles at the substantive grade to which they were recruited.
- If no suitable alternative roles are available at that time, the postholder will be slotted into the next suitable post which becomes vacant within the next six months.
- The postholder will also be able to request a transfer/job move to a post at their substantive grade.
- If the individual remains in the downgraded post they will have their salary frozen until such a time that the salary for the new lower grade catches up with the postholder's pay.

Once the postholder has accepted a new position at the original grade, they will no longer have the right to be automatically transferred into other vacancies.

- 7.18 The incumbent job holder will retain the post if the review has shown the post as it is currently performed (or should be performed) is worthy of re-grading.
- 7.19 There is a right to appeal against a job evaluation if the postholder, Head of Department or trade union representative acting on the postholder's behalf does not agree with the decision of the job grading panel. The appeal process is described in section 8 below.

8. Appeal process

8.1 If a postholder, or trade union representative acting on a postholder's behalf, or the relevant Head of Department wishes to appeal against the outcome of a job grading review, they may appeal the decision to an appeal panel.

8.2 An appeal against the job grading decision must be submitted in writing to the Head of Organisational Development within ten working days of the initial job grading decision being communicated to the individual(s) concerned. The appeal must state the grounds for appeal, describing why it is felt the initial evaluation was not correct and providing evidence to support a different grading.

Appeals will not be considered without such supporting information and a clear description of why the initial panel finding was felt to be inappropriate.

8.3 The Head of Organisational Development will arrange for an appeal panel to be convened as soon as is reasonably practicable.

8.4 The appeal panel will comprise at least two persons from the Commissioner and her Deputies who were not party to the original decision or have a direct interest in it. The appeal panel may decide to include a member of the Management Board in their deliberations.

Advice regarding the process may be sought from a member of the Human Resources team.

The appeal panel **may** decide to invite independent input or observation into their deliberations.

8.5 If they feel it is necessary, the appeal panel can meet with the postholder who has submitted the appeal.

The postholder may be accompanied at this meeting by a colleague or trade union representative. The meeting will provide the postholder with the opportunity to outline their case in more detail and provide the appeal panel with the opportunity to ask questions.

8.6 If no meeting is required, or the postholder chooses not to attend an appeal meeting, the written appeal will be considered on its own merits.

8.7 The appeal panel should refer to documentation regarding the initial decision such as the minutes of the meeting, notes made following a panel review done via email, or any written feedback to the manager or post holder.

The appeal panel may decide to obtain further information from members of the initial job grading panel regarding their decision.

8.8 After the meeting the appeal panel will consider their decision. They may need to gather further information before making a decision, and the postholder will be notified if this is the case as it may result in a delay to the decision being made.

The decision will be communicated to the postholder within 20 working days of the appeal meeting, unless this is not reasonably practicable.

8.9 The appeal panel will evaluate the role taking into account the factors described in the Generic Job Level Descriptors and Job Levels Guidelines (see Appendices 1 and 2).

The appeal panel will determine which job level most closely matches the responsibilities and outcomes required for the post to determine the appropriate grade, including making a comparison with other roles in the organisation at the same or immediately higher or lower job levels.

8.10 Having considered the grading for the post the appeal panel will communicate the outcome to the post holder in writing, explaining the reason for the panel's decision if necessary accompanied by an updated job grading report.

8.11 If the appeal has resulted in a re-grading of the post, this will be confirmed by the panel to Human Resources who will arrange for the revised rate of pay to be paid to the postholder. This will be effective from a date agreed with the Head of Department.

8.12 There is no further right of appeal against a job grading under this procedure.

9. Maintaining the process

9.1 Job descriptions should be reviewed on a regular basis, and certainly as part of the Performance and Development Review process. A change to

a job description does not necessarily require the job level of the post to be reviewed, though the impact on grading should be considered when proposing changes to job descriptions.

9.2 Records of job grading reviews and applicants will be kept. This is to allow monitoring of the process and outcomes with regard to protected characteristics and equality considerations.

9.3 The job grading panel may decide to reject serial requests from individuals or groups if they assess them to be frivolous or vexatious.

Generic Descriptors by Job Level

The five factor model uses the following colour-coded factors in the descriptors below:

- Qualifications and Experience
- Decision Making (freedom to act, problem solving, judgement)
- Interfaces (internal and external)
- Strategy (creating or implementing)
- Resource Management (budget responsibility, staff management)

Job Level	Level Descriptor
H	<ul style="list-style-type: none"> • Graduate level and typically 10 years’ relevant managerial, professional or technical experience. • In addition, professional qualification or equivalent expertise by practice. • Broad based business experience, plus in-depth professional expertise across an entire functional area. • Likely to be the acknowledged thought leader for their functional area, both within and outside the organisation. • A high level of freedom to act within function/area of responsibility. Decisions impact policy and practice ICO wide. • Executive Team (ET) will look to role holder to make clear and confident functional policy recommendations, to which ET will generally defer in recognition of the role holder’s expertise. • Key decisions affecting wider organisation will be subject to consultation but role holder is expected to drive strategic decision-making process from inception through to implementation. • Operational decisions within their functional area will be taken without reference to others. • Impressive judgement, advanced problem solving skills and tolerance of ambiguity are essential competencies. • Possesses the emotional intelligence and diplomacy to operate effectively at the most senior levels of the organisation and/or to interface with and influence high profile stakeholders externally. • Will take the lead role as sponsor of major ICO-wide projects. • Responsible for developing overall ICO vision and strategy as a member of the Executive Team and Management Board. • Leads and directs functional strategy. • Leads a function or key result areas of the organisation. • Has prime budget accountability within area of responsibility.

Job Level	Level Descriptor
G	<ul style="list-style-type: none"> • Degree and professional qualification would be the norm. • Fully experienced, i.e. likely to have 5+ years' relevant experience. • Breadth of knowledge across the several business functions or, in depth knowledge within a critical functional specialism. • A high level of freedom to act within area of responsibility, without reference to others in operational decisions. • Independent decision-making within functional area based on role holder's expertise or acknowledged accountability. • Good independent judgement is required, with peer review largely via external professional sources. • Capacity to deal with complex issues, advanced problem solving skills and a tolerance of ambiguity would be essential. • Possesses the emotional intelligence and diplomacy to operate effectively at senior levels within ICO. • Significant external interfaces with legal, media, regulatory bodies and Central Government at the highest levels. • Influences key stakeholders internally and externally. • Will take the lead role within specialist area on major ICO-wide projects. • Responsible for developing strategy for area of expertise, in liaison with relevant Executive Team member. • Makes a functional contribution to overall business strategy. • Manages a specialist team or teams within a function, or the entire team of a smaller function. • Alternatively, may manage a small multidisciplinary team (e.g. Regional Office). • Responsible for supervising efficient use of resources by others, including external professionals. • Develops and recommends functional budget and is accountable for budget spend within function or specialism.

Job Level	Level Descriptor
F	<ul style="list-style-type: none"> • Degree or equivalent and possibly qualified or part-qualified professional qualification. • Fully experienced, i.e. likely to have 5+ years’ relevant experience. • Experience within functional area may be more important than professional qualification. • Strong and confident in their operational knowledge across the entire function or, in depth knowledge in their discrete specialism. • Significant freedom to act within their specialism or, in all operational matters function wide. • Autonomous decision-making within the specialism, albeit usually within an overall framework (internal, e.g. policies and procedures, or external, e.g. legislation or case law). • Decision-making may be underpinned by considerable case investigation, audit or analysis. • Professional judgement is a key feature of roles at this level, albeit peer or line manager review is readily available. • Requires interpretation and application of higher policy. • Internal interfaces are with operational line managers and senior managers both within and outside their function. • Influences external stakeholders. • Responds to media and external/public body enquiries and requests for comment. • External communication lead within a specialist area. • Leads significant projects within specialism, possibly drawing in external stakeholders, or contributes to broader based project teams. • Contributes to functional strategy, taking the lead for their specialism. • Develops and applies processes to deliver strategic goals • In smaller functions, may take the lead on functional strategy for a specialist area. • Manages a team of specialists, either directly or through Team Leaders. • May recommend budget for area of responsibility and be accountable for budget spend within specialist area.

Job Level	Level Descriptor
E	<ul style="list-style-type: none"> • Degree or equivalent and possibly qualified or part-qualified professional qualification. • Likely to have up to 5 years' relevant experience. • Broad operational knowledge within the wider function or a commanding operational knowledge in their specialist area of service delivery or practice. • Experience within functional area may be more important than professional qualification. • Freedom to act within specialism (e.g. service delivery or practice area), usually within a clearly defined framework. • Makes operational decisions based on broadly defined policies and procedures. • A capacity to deal with complex issues and good problem solving and analytical skills are essential. • Some novel or complex issues would be referred to other specialist areas for advice or decision. • Internal interfaces with operational line managers and senior managers both within and outside their function. • External contact is generally routine e.g. with suppliers, contractors, and key stakeholders, with some high profile or at senior levels. • Participates in ICO-wide projects, taking a lead role for their area of expertise. • Uses specialist knowledge to inform and contribute to functional strategy. • Applies policy and develops processes to deliver strategic goals. • Typical roles will have management responsibility for a small team or will co-ordinate activities of external contractors. • May manage a large operational team through team leaders, requiring effective leadership and management skills. • May be accountable for budget spend on specific projects or for the budget of a small service/support function. • The job holder may be the recognised number 2 in a specialism and/or cover for their boss during periods of absence.

Job Level	Level Descriptor
D	<ul style="list-style-type: none"> • Degree or equivalent, or newly or part-qualified professional qualification. • Would typically have 2 – 3 years’ relevant experience. • Alternatively, school leaving qualifications with significant relevant experience. • Developing broad knowledge within the function, or depth of knowledge within specialist area of service delivery or practice. • Freedom to act within clearly defined framework. • Will make operational decisions within policies and procedures in line with knowledge and experience but will typically refer upwards on more complex issues. • A capacity to deal with non-routine / complex issues requiring good problem solving and analytical skills. • In specialist functions, a capacity to develop creative solutions to technical or complex problems. • Internal interfaces with operational line managers and occasionally senior managers outside their function. • Routine external contact with suppliers, peers within stakeholders and other external organisations. • May receive contact from high profile or senior employees within external organisations. • Participates in ICO-wide projects, possibly taking a lead role for their area of expertise. • May contribute to functional strategy relating to specialist area. • Implements and possibly adjusts processes to local need, in order to deliver strategic goals. • Unlikely to have any significant staff management responsibilities. • In some specialisms, may manage a small operational team or external contractors. • May monitor budget spend on specific projects or for a particular area within the function.

Job Level	Level Descriptor
C	<ul style="list-style-type: none"> • School leaving qualifications and typically up to 2 years' relevant experience. • Degree or equivalent for some specialist roles. • May be studying for a job related professional qualification. • Developing breadth and depth of operational knowledge within the function or specialism, or broad general knowledge of office practices. • Operates within clearly defined framework. • Some problem solving and analytical skills but advice and guidance is readily available. • Will draw from prior experience or precedent to solve operational problems. • Internal interfaces with peers, line managers and occasionally senior managers. • Interfaces externally with suppliers and stakeholders. • May receive contact from high profile callers or senior managers in outside organisations. • May participate as a project team member. • Not expected to contribute to functional strategy. • Implements processes to deliver strategic goals. • May have some responsibility for managing junior employees. • Has some awareness of budgetary control/expenditure but no material accountability.

Job Level	Level Descriptor
B	<ul style="list-style-type: none"> • School leaver qualifications and possibly some work experience, not necessarily job related. • Developing operational knowledge within the function or specialist area of service delivery. • Task orientated role, working to clearly defined processes. • Direction and guidance is readily available although will have discretion to set own work priorities. • Minimal requirement for operational decision-making. • Internal interfaces with peers and line managers. • Routine external interfaces with suppliers and stakeholders. • Not expected to contribute to functional strategy. • Execution only role. • No staff management responsibilities. • Little or no responsibility for expenditure.

Job Level	Level Descriptor
A	<ul style="list-style-type: none"> • School leaver level qualifications. • Role requires little work experience. • Routine processing role. • Little or no requirement for operational decision-making. • Operates within clearly defined framework. • Routine interfaces with peers and colleagues across ICO. • Minimal external interfaces. • No involvement in strategy. • Execution only role. • No staff or budget management responsibility.

Job Levels Management Guidelines

The main purposes of the job levels are:

- To provide a tool to compare roles across functions and locations in a consistent manner.
- To assist succession planning via a clear understanding of the number of employees at different levels across the organisation.
- To define a clear and objective framework for determining benefit provision, salary structures etc.
- To explain to employees how their career may develop within ICO, either within their function or across functions.
- To help line and HR Managers define the competencies required in any given job, especially when advertising vacancies or assessing candidates.

Key points to note:

- Not all departments will have roles at each of the eight levels.
- There may naturally be gaps in the structure within departments, i.e. a role will not necessarily be assigned to the level directly below the role it reports into.

Evaluating a role:

- 1) Always start with the generic Level and Factor descriptors, i.e. an objective basis.
- 2) Try to determine the job level without regard to the job holder, i.e. focus on the job not how well the incumbent performs the current role.
- 3) Do not anticipate further developments in the role – evaluate the job as it stands today.
- 4) Remember that job level is influenced by, but no means determined by, the reporting level. In other words, the job role not the person it reports to is the key consideration.
- 5) Check the provisional assessment of job level by comparing your initial view against jobs at the same level in other functions. Comparing the provisional assessment against higher or lower graded jobs in other functions is also helpful.

- 6) Ask checking questions such as “is this a promotional step?” If you perceive a fully competent job holder moving effortlessly on promotion into their boss’s job, it is likely to be positioned one level below their boss. However, if a promotion move is possible yet a significant stretch, then the job level is likely to be two or more below that of their boss.
- 7) Agree level with HR and relevant member of Department Head Group.

Grade review request form - for existing posts

1) Basic details

Your name/names of those making the request: [Click here to enter text.](#)

Your job title: [Click here to enter text.](#)

Job title of post to be evaluated: [Click here to enter text.](#)

Current job level of post: [Click here to enter text.](#)

Your relationship to this role (please check the box):

Post holder Head of department Trade union

2. Post holder/Trade Union’s statement

Please state why you feel the grade of the post should be reviewed, giving as much detail as possible.

Your submission must include details of the following:

- Details of the qualifications and experience needed for the role.
- The level of autonomy and decision making required for the role.
- The nature of internal and external interfaces expected of the role.
- The extent of the strategic input the role is expected to make for the department.
- The level and nature of resource management required of the role, including people, budgets and physical assets.

You should describe how each of these factors have changed since the role was last evaluated, and provide details of any other changes to responsibilities which you feel are relevant to your request.

You should provide a copy of job descriptions, past and present if possible, to help demonstrate how the role has changed since it was last evaluated.

You may continue on a separate sheet(s) if necessary.

Post holder/Trade Union Statement

3. Head of Department's statement

Please state if you support the request for a job grading review for this post and why you feel a review is necessary.

If your submission is in response to a grading review prompted by the staff member(s) or trade union, you should comment on the details provided in the section above.

If you are making the submission for an existing role, or a newly created role, you should ensure your submission includes:

- Details of the qualifications and experience needed for the role.
- The level of autonomy and decision making required for the role
- The nature of internal and external interfaces expected of the role.
- The extent of the strategic input the role is expected to make for the department.
- The level and nature of resource management required of the role, including people, budgets and physical assets.

You may continue on a separate sheet(s) if necessary.

Head of Department's statement

Please forward the form and job description(s) to the Human Resources team.

Appendix 4

Grade review request form - for newly created posts

1) Basic details

Job title of new post to be evaluated:

Head of Department/relevant manager submitting the request:

Proposed job level of post:

Proposed line manager of post (role and grade):

An accurate and up to date job description is attached with the request form:

Yes

Has a copy of the draft job description been provided to the Trade Unions:

Yes

No

Statement from the Head of Department/relevant manager submitting the grade review request form for the newly created post

The background to the post and reason why an evaluation is being requested:

Details of the proposed structure, reporting line, line management responsibilities and explanation of how the role fits into the job family for the department:

Details of the job content:

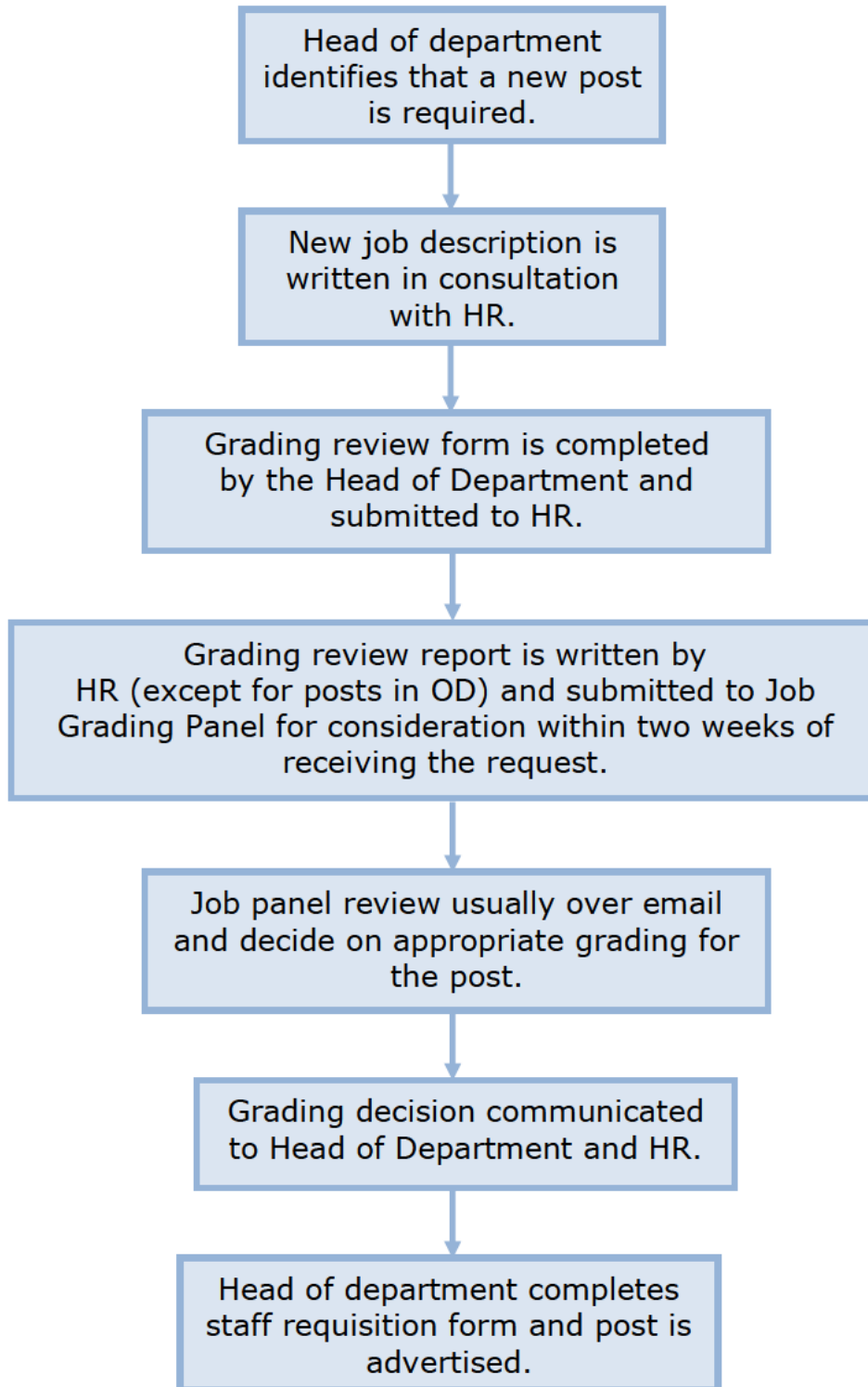
You should ensure your submission includes:

- Details of the qualifications and experience needed for the role.
- The level of autonomy and decision making required for the role
- The nature of internal and external interfaces expected of the role.
- The extent of the strategic input the role is expected to make for the department.
- The level and nature of resource management required of the role, including people, budgets and physical assets.

You may continue on a separate sheet(s) if necessary.

Please forward this form and job description(s) to the Human Resources team.

Flow chart – reviewing the grade of a new post



Flow chart – grading review of existing post

