**Request for Job Re-Grading (Professional/Technical roles) – to be used irrespective of an incumbent being in role**

| 1. **Details of job being submitted for re-grading** | |
| --- | --- |
| **Job Title:** |  |
| **Dept./School/Institute:** |  |
| **Current grade:** |  |
| **Expected grade:** |  |
| **Reason for request:** | New external/regulatory requirements  New organisational requirements  Re-design of jobs within the existing structure/team  Deletion/merging of posts into a single job  Other – please specify:  Please provide further details in the next section. |
| **Justification for the expected grade (e.g. comparable roles)** |  |
| **Current jobholder(s) (if applicable):** |  |
| **Submitted by (name):** |  |
| **Date submitted:** |  |

| **Further detail on the case for submitting the job for re-grading** |
| --- |
| *Please provide further detail on the rationale/business case for why the role has been sent for job grading. If there has been a re-design of jobs, please ensure all jobs impacted have their job profiles updated and sent for re-grading.* |

| **Team/Organisation Structure** |
| --- |
| *Please provide a structure chart and information about how this role fits in with the structure of its immediate team, including job titles, grades and reporting lines. If there is more than one jobholder in the current job (before re-grading) will all posts be re-graded and if not why?* |

| **Approval to submit for re-grading consideration by the Grading Panel** |
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Job re-grading requested by line manager (and confirmation that the revised job profile aligns to the new requirements of the post):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Job re-grading request supported by PS Director / Faculty Director of Operations (and confirmation that the revised job profile aligns to overall organisational requirements):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Job re-grading request supported by Chief Officer (and confirmation that the revised job profile aligns to overall organisational requirements):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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