

REQUIREMENT OF SUPPORTING DOCUMENTATION FOR RE-GRADING

1. Completed HERA Desk Top Analysis Form
2. A statement, prepared by the applicant, detailing the elements of the job description and/or role requirements which have changed since the job was last graded, e.g. dimensions, planning and organising, working relationships, skills, experience, qualifications, etc. and supported by examples
3. A factual report by the Dean of College/Head of School/Head of Central Service (or equivalent) on the work of the applicant in each area relevant to the promotion/re-grading, including a statement of the opportunity for involvement of the candidate in each area of work. Confirmation from the College/Head of School/Head of Central Service (or equivalent) that the changes are of a permanent nature and a management requirement of the role. The factual report should be seen, **signed and agreed by the applicant** before being submitted to Human Resources and any area of disagreement noted.
4. A revised and agreed job description
5. An organisation chart indicating the relevant hierarchy of posts and grades above and below the post under review.