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**Appendix 1**

**NEW POSTS / GENERIC JOB DESCRIPTIONS**

Line Manager provides job description and JE10 forms to Human Resources Officer / Adviser

Post Matched (or locally evaluated) and consistency checked, as appropriate

Line Manager and HR Manager advised of confirmed band outcome

JE14 form completed by HRO / A and sent to Senior HR Manager

No

Existing job description / band outcome available

Yes

Band outcome confirmed to Line Manager by relevant HR Officer / Adviser

Review of banding outcome to be undertaken by the line manager as per paragraphs 5.6 & 5.7 criteria

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Records of outcomes held electronically by Senior HR Manager

**REGRADING REQUESTS / SIGNIFICANT CHANGE**

**REVIEW**

Manager and Employee meet to discuss changes to Job Description

Agreed job description with changes, evidenced and tracked / highlighted submitted to Senior HR Manager, together with JE10 form

If employee wishes to pursue their request for a review, writes to the

Senior HR Manager

Manager agrees that there has been significant change

Senior HR Manager advises Line Manager with Rationale.

Line Manager advises Employee of Outcome.

Senior HR Manager Advises Employee / Line Manager with Rationale

Post matched and checked or local evaluation

Senior HR Manager will advise Employee / Manager of decision reached within

10 working days of the appeal

Senior HR Manager will advise Employee / Manager of decision reached within

10 working days of the appeal

Appeal is considered within

20 working days or receipt

of the appeal

Appeal is considered within

20 working days or receipt

of the appeal

Member of staff has right of appeal, which must be submitted to Senior HR Manager within

10 working days

Member of staff has right of appeal, which must be submitted to Senior HR Manager within 10 working days

Manager / Employee / Payroll advised of outcome

(if different)

Manager / Employee / Payroll (if different) advised of outcome

Post matched and checked or local evaluation