

**HR25**

**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)

No

Existing job description / band outcome available

Yes

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

Outcome is consistency checked

JE14 form completed by HRO / A and sent to Head of Workforce Resourcing and Relations

Line Manager and HR Manager advised of confirmed band outcome

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

Manager does not agree that there has been significant change

Agreed job description with changes, evidenced and tracked / highlighted submitted to FifeJobEvaluation@nhs.scot together with JE10 form

Manager agrees that there has been significant change

Employee wishes to pursue their request for a review, writes to the

Head of Workforce Resourcing and Relations

Head of Workforce Resourcing and Relations will advise Employee and Manager of decision reached within

10 working days of the appeal

Member of staff has right of appeal, which must be submitted to Head of Workforce Resourcing and Relations within 3 months

Line Manager and employee are advised of outcome. Manager ensures payroll informed where applicable.

Appeal is considered within

20 working days or receipt

of the appeal

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Outcome is consistency checked

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10 working days of the appeal

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Outcome is consistency checked

/ Line Manager and employee are advised of outcome and provided rationale.

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Post matched and checked or local evaluation

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