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| FORM JE 10**HR25** **Appendix 4**JOB DESCRIPTION SUBMISSION – NEW POST / POST AFFECTED BY ORGANISATIONAL OR SIGNIFICANT CHANGE |
| This form requires to be completed by the Line Manager when a job description for a new post / a post affected by Organisational or Significant Change requires to be submitted for evaluation. Please return the completed form electronically to Fife.JobEvaluation@nhs.scot. Job descriptions for Significant Change Reviews require to have changes highlighted / tracked. |

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| Job Description Title: |  |
| New Post / Organisational / Significant Change\*(Delete as appropriate): | Where Organisational Change or Significant Change, please note agreed date of change: |  |
| Current Band (for Significant Change): |  |
| Employee(s) Name: |  |
| Line Manager Name (if applicable): |  |
| Designation: |  |
| H&SCP / Division / Directorate: |  |
| Contact Details: |  |
| Telephone Number: |  |
| E-mail Address: |  |
|  |
| Line Manager Signature: |  | Date: |  |
| Employee Signature: |  | Date: |  |
| EDG Member Signature: |  | Date: |  |

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| **JD Ref No:** |  | **Submission Date:** |  |

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| ***For Official Use Only:*** |
| **Band Outcome:** |  | **Signed:** |  | **Date:** |  |
| **Profile Selected:** |  |  |  |
| **Consistency Checked:** |  | **Band Outcome:** |  | **Signed:** |  | **Date:** |  |

**Please return completed form and job description electronically)**

F.A.O Sandra Raynor, Head of Workforce Resourcing and Relations to Fife.JobEvaluation@nhs.scot