JOB EVALUATION – GRADING PROCESS

- A need for new work and therefore a new role.
- A significant permanent change to the duties and responsibilities of an existing job.
- Organisational change / restructure

Manager writes a new Job Description or revises the existing Job Description clearly highlighting changes. Template Job Description - [http://www.str.ac.uk/hr-od/policies-and-guidance/jobevaluation/](http://www.str.ac.uk/hr-od/policies-and-guidance/jobevaluation/)

Manager submits the Job Description to hroperations@stir.ac.uk for evaluation: grading briefly outlining the detail of their request.
- NEW JOB to be evaluated and graded. If felt to be similar to an existing job within the University please advise which job and Faculty/Service.
- CHANGES TO AN EXISTING JOB. Please advise the current job title, role code and salary grade and whether the new job description should replace the existing one or be in addition to it.

Job Description is logged on the system by HR Operations Team and assigned to a Role Analyst. (normally within 1 working day)

Role Analyst meets with the manager to complete role outline questionnaire on the system and indicative grade advised (normally within 5 working days)

Role Analyst carries out consistency checks, authorises score and communicates grading outcome to the Manager, copying in the Administrator, HR Operations Team and HRP (normally within 2 working days)

Possible Next Steps

- Progress to Recruitment. Enter Requisition on Talentlink [http://www.str.ac.uk/hr-od/recruitment/](http://www.str.ac.uk/hr-od/recruitment/)
- If an organisational restructure discuss next steps with HRP
- Submit employment details change form [http://www.str.ac.uk/hr-od/forms/](http://www.str.ac.uk/hr-od/forms/)