**Re-grading Role Profile Form (JM07)**

**Last updated: October 2020**

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| **RE-GRADING ROLE PROFILE FORM (APM/TS/O&F) (JM07)** |

This form must be completed by the School/Department (or by the role holder in partnership with their line manager). The University will observe the principles of the Data Protection Act 1998 at all times.

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**Role Holder:**

**Current Job Title:**

**Proposed New Job Title (if re-graded):**

**School/Department:**

**Job Family and current level:**

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**Reason for re-grading request:**

Please confirm the reason for requesting the above role to be re-graded, eg restructuring, new responsibilities allocated, etc.

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**Summary of Additional Responsibilities:**

Please list below the additional or enhanced responsibilities now being undertaken by this role. (This should highlight the changes, which have taken place from the original role as it was to now.) T*hese additional or enhanced responsibilities* should also be included and form part of the main responsibilities section of the Revised Role Profile form overleaf.

|  |  |
| --- | --- |
|  | **New Responsibilities***Ie What is done…. To what/for whom…. With what outcome, or result?* |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |

**[Please ensure that the next section of the JM07 form starts on a new page]**

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| **REVISED RE-GRADING ROLE PROFILE FORM (APM/TS/O&F) (JM07)** |

*The revised role profile form should be an accurate description of the current role, which includes any original, additional and enhanced responsibilities.*

**Role Holder:**

**New Job Title:**

**School/Department:**

**New Job Family and level:**

**Purpose of the Role:**

*A brief description – one or two sentences – to explain why the role exists, what it is there to achieve or deliver, and what the main objective of the role is.*

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**Main Responsibilities:**

*Please detail the main responsibilities of the role in order of importance (if several things are of equal importance, state that on the form) and* ***incorporate and highlight any changes/additional or enhanced responsibilities to the role in bold (as identified in the summary of additional responsibilities overleaf)****. Please also indicate the approximate percentage of the overall working time spent (or expected to be spent) on each over a period of 12 months (this will enable you to describe responsibilities, which may vary on an annual cycle).*

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| --- | --- | --- |
|  | **Main Responsibilities** *ie What is done.… To what/for whom…. With what outcome, or result?* | **% time per year** |
| 1. |  | % |
| 2. |  | % |
| 3. |  | % |
| 4. |  | % |
| 5. |  | % |
| 6. |  | % |
| 7. |  | % |
| 8. |  | % |
|  |  | **Must total 100%** |

**Knowledge, Skills, Qualifications & Experience:**

*Please give details of any specific knowledge, skills, qualifications and experience or training that are essential in order to carry out the full range of responsibilities of this role in an effective manner* ***and incorporate and highlight any changes to the knowledge, skills, qualifications and experience or training of the role in bold.*** *Please do NOT refer to the number of years’ experience, but please refer to the job family levels to help distinguish between and stipulate levels of experience required.*

##### ***Decision Making:***

*Please provide examples of the nature of the role and the sorts of day-to-day decisions that are taken and* ***incorporate and highlight any changes to the decision making of the role in bold.***

* 1. taken independently by the role holder

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ii) taken in collaboration with others

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1. referred to the appropriate line manager by the role holder

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###### **Scope of the Role:**

Please outline the impact the role has on the work of the team project/work area etc. Please outline how the role fits in with the organisational structure of the unit and the contribution it makes to the identified goals and objectives of the Team/Division/Department/School and **incorporate and highlight any changes to the scope of the role in bold.**

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***[Please ensure that the next section of the JM07 form starts on a new page]***

**Role Holder:**

**School/Department:**

**Comments by your Line Manager:**

After discussion with the role holder, please confirm that the above is an accurate description of the responsibilities of the role, ensuring that the role is described in enough detail to give as full a picture of the role as is possible. Please also add any more detail about how the role has increased in size, responsibility and complexity since being assigned the current level. This **should not** be a statement on the candidate’s abilities and performance.

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**Line Manager’s Signature: ...................................................................... Date: .............................**

**Please print name: ............................................................................................................................**

**Role holder’s signature: .......................................................................... Date: .............................**

**Comments by your Head of School/Department:**

###### ***Please confirm that the role holder and line manager have provided an accurate description of the responsibilities of the role. Please provide a brief supporting statement for the re-grading application detailing how the role fits in with the organisational structure of the School/Department/unit and the overall School plans.***

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**Head of School’s Signature: ........................................................................ Date: .........................**

**Please print name: ............................................................................................................................**

**Re-grading Panel:**

Name(s) of the Head of School/Department (or nominee) or Line Manager who will be attending the Re-grading Panel:

**Name: …………………………………………………………………………………… (Please print)**

**Name: …………………………………………………………………………………… (Please print)**

Please return the completed form, together with a current organisational chart provided by the Head of School/Department or nominee, which clearly shows where the role being re-graded fits into the organisation of the relevant School/Department, to the HR Department, email: hr@nottingham.ac.uk.

**Note: The organisational chart should include job titles and levels, but not role holders names.**