

HERA FORM 1

(May 2019.2)

**Request for HERA Grading Assessment**

**Please complete this form for ALL requests for a HERA Grading Assessment (Grades B-H)**

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| **Proposed Job Title of role being submitted** |  | |
| **Team & Directorate or College** |  | |
| **Name & Job Title of Submitting Manager** |  | |
| **Why are you submitting this role for a grading assessment? Please tick one of the following:** | | |
| 1. **New role,** where the role is not an exact match to any existing role | |  |
| 1. **Changed role,** where **substantial** changes have been made to an existing role, or where a role has been changed and the previous evaluation was pre-2015 | |  |
| 1. **Grading Review,** where an individual’s role has changed significantly and these changes are permanent, and **the Manager is requesting a review** of the grading of the role. | |  |
| 1. **Grading Review,** where an individual’s role has changed significantly and these changes are permanent, and **the Roleholder is requesting a review** of the grading of their current role. | |  |
| **Do you think this role is the same as, or compares very closely to, an existing role?**  **If yes, please provide the job title and attach the current Job Description\*.** |  | |
| **Current Grade (If applicable)** |  | |
| **When was this role previously graded (if known)?** |  | |
| **Anticipated Grade** |  | |
| **Are you submitting any other JDs for a grading assessment which relate to this one? Please detail.** |  | |
| **Recruitment Plans (if a vacancy) and timescales** |  | |
| **Team implications - what other roles are impacted by the grading of this role for example reduction or reallocation in duties?** |  | |
| **Name of HR Advisor/ HRBP advice has been received from.** |  | |

**What to do next:**

**Email: (1) This form (HERA FORM 1)**

**(2) Job Role Assessment Form (HERA FORM 2)**

**(3) The Proposed JD for the role**

**(4) A structure chart showing this role in relation to others in the team**

**(5) \*A copy of the current JD where appropriate**

**to** [**HERA@exeter.ac.uk**](mailto:HERA@exeter.ac.uk)

**What happens next?**

1. **The submission of the role for Grading Assessment will be acknowledged, with an indicative timescale for the assessment.**
2. **The information provided in the documents detailed above will be reviewed and assessed, based on established and rigorous protocols.**
3. **Additional information may need to be gathered from the Submitting Manager, or where appropriate the individual, to complete the assessment.**
4. **The assessment will allocate the role a grade which will then be verified by trained HR Colleagues.**
5. **The Submitting Manager, and where appropriate the individual, will be notified of the confirmed grade.**