

HERA FORM 1

(October 2020)

**Requesting a HERA Assessment**

**Prior to submitting the below form and requesting a HERA evaluation, please ensure that the following steps have been completed for new and existing roles progressing to recruitment:**

The creation and changes to the post have been discussed with a member HR team (this could be a HR Business Partner or Advisor) and the appropriate support provided as required.

The new or changed post been assessed to determine if it can be matched to an existing post within the business and the outcome of this was unsuccessful.

 **Once completed, please email the HERA request form along with:**

* The proposed job description.
* A copy of the current job description (if applicable).
* A structure chart detailing where this role sits in relation to the wider team.

**to HERA@exeter.ac.uk.**

Next Steps

A role analyst will review the information submitted and will be in touch to confirm next steps.

Please refer to the HERA process chart for further details on the stages of job evaluation.

If a HERA evaluation is required, a Role Analyst will organise a HERA assessment. This will take place in the form of an interview style discussion and provides the necessary evidence for scoring.

We strongly recommend that you prepare for this discussion by reading the guidance for managers (please click here to access) and noting answers to the relevant questions.

This will not only make the discussion more efficient, it will ensure that all of the relevant information is considered when scoring the post.

If we do not have the appropriate evidence or details of the relevant duties,we will be unable to acknowledge this information within our scoring. This may ultimately impact the grade outcome.

**Request for HERA Grading Assessment**

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

|  |  |
| --- | --- |
| **Job Title of role being submitted** |  |
| **Team & Directorate or College** |  |
| **Name & Job Title of Submitting Manager** |  |
| **Reason for submitting post for grading assessment (please tick one of the following)** |
| 1. **New role -** a post new to the business, which may have been created from scratch or using an existing template.
 |  |
| 1. **Changed role –** where significant and permanent changes have been made to the duties of an existing position.
 |  |
| 1. **Grading Review -**  permanent and significant changes have been made to an individual’s current role and **the Manager is requesting a review** of grading.
 |  |
| 1. **Grading Review -** permanent and significant changes have been made to an individual’s current role and **the individual is requesting a review** of grading.
 |  |
| **Current Grade (If applicable)** |  |
| **Anticipated Grade** |  |
| **Please can you briefly detail the circumstances surrounding the new vacancy or the changes to an existing post?** |  |
| **What other roles are impacted by the changes and grading of this post, for example reallocation of duties?****How many individuals are currently employed within this post (if applicable)?** |  |
| **When was this role previously graded (if known)?** |  |
| **Is there a similar or comparative role to the post submitted?****If so, please provide the job title and attached a job description if available.** |  |
| **Recruitment Plans (if a vacancy) and timescales** |  |
| **Name of HR Advisor/ HRBP advice has been received from.** |  |