

# Grading Review Process Flowchart for Managers

## Step 1

- The duties or responsibilities of a role have permanently changed or developed.
- The budget holder approves any potential financial implications arising from a grading review.
- Managers contact their HR Advisor or Business Partner at their earliest opportunity to discuss the circumstances of the role and explore if alternative remuneration options are relevant e.g Above and Beyond, Acting Up and Allowance or supplements.

## Step 2

- If the above remuneration options are not appropriate, a copy of the updated description is then sent to [HERA@exeter.ac.uk](mailto:HERA@exeter.ac.uk).
- Changes to duties are identified via track changes and comments.
- The job description is then assessed by the HERA specialist to determine the significance of changes made to duties.

### No - changes are not significant

HERA grading reviews are applied in circumstances where significant changes to duties may impact grading. Outcome sent to manager to confirm a review is not appropriate.

### Yes – changes are significant

Outcome sent to manager confirming that a HERA grading review will be required.

## Step 3

- HERA specialist contacts manager to arrange a HERA assessment interview.
- HERA request form 1 and organisational chart are completed and sent to [HERA@exeter.ac.uk](mailto:HERA@exeter.ac.uk) prior to the assessment.
- HERA assessment interview is completed.

## Step 4

- Managers receive a copy of the HERA assessment evidence containing information from the interview.
- Managers review this document, amend and provide further evidence if required.
- Managers also discuss evidence with the role-holder.
- Managers submit finalised assessment document to the HERA specialist.

## Step 5

A HERA evaluation is completed and a grading outcome provided within 5 to 10 working days from receipt of the completed assessment form, unless the role requires a HERA panel review. Please refer to the website for further information on HERA panels.