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| Job Grading Request Form | | | | |
| **Guidance** | | | | |
| Please refer to the [Job Grading Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) before completing this form.   * Managers must first discuss and agree the need for the new job, or changes to an existing vacant job, with a relevant senior manager. * This form should be used by managers to request grading of a new job or an existing job which has become vacant where there has been a significant change in responsibilities and/or the knowledge, experience or skills needed to do the job. * If job is proposed as UE10 this will require University Budget Holder approval (Head of College/Professional Services Group).   Completed forms should be submitted by email with all accompanying documents outlined in section 3 to [jobgradingrequests@ed.ac.uk](mailto:jobgradingrequests@ed.ac.uk) | | | | |
| **Section 1: Job Details** | | | | |
| Job Title (from job description): |  | | | |
| School/Department: |  | | | |
| College/Professional Services Group: |  | | | |
| Please complete as appropriate: | New Job | | | |
| Existing Vacant Job  Current Grade | | | |
| Anticipated grade: |  | | | |
| Hybrid Role:  (jobs that involve both academic and professional services activities) | Yes  No | | | |
| **Section 2: Supporting Details** | | | | |
| **Please provide the following information;**  For new jobs, briefly detail why it has been created   * For existing vacant jobs, briefly detail the significant changes to the job since it was last graded * Reference to any close comparator jobs by embedding or attaching the job description | | | | |
| **Section 3: Enclosure Checklist & Submission** | | | | |
| New Job Description: | |  | | |
| Previous Job Description (if existing vacant job): | |  | | |
| Organisational Chart (must include job titles and grades): | |  | | |
| Job descriptions for comparator roles | | | |  |
| **Section 4. Signature – Line Manager** | | |  | |
| Name/Signature: | | | Manager Title: | |
| Manager email address: | | | Date (dd/mm/yyyy): | |
| **On completion, send this form to your department/school budget holder for approval** | | | | |

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| **Section 5: Department/School Budget Holder Approval**  If job is proposed as UE10 this will require University Budget Holder approval (Head of College/Professional Services Group) | |
| Please sign the section below within no more than a week of receipt of this form and return to the applying manager, who will then forward it and the accompanying documents for grading by your HR Partner. | |
| Name/Signature: | Date (dd/mm/yyyy): |
| Job Title: |  |
| **Section 6: HR Use Only**  Confirmed grading outcome | |
| Confirmed Grade: | Date (dd/mm/yyyy): |
| HR Contact: | |