|  |
| --- |
| University of Edinburgh Logo  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 |
| **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 [ ]   |
| Is a Disclosure /PVG Check required for the role? Please see the [Disclosure and PVG Checks](https://human-resources.ed.ac.uk/recruitment-guidance/disclosure-and-pvg-checks) webpage for details. | 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** |

|  |
| --- |
| **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:             |