

 UNIVERSITY OF CAMBRIDGE School of the Physical Sciences	Date Issued: 24 April 2018
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RE-GRADING / GRADING POSTS GUIDANCE

Role Profiles for any posts sent to Human Resources for informal grading advice/or updates to Role Profiles (where no change to grade is sought) can be sent directly to Human Resources without reference to the School Office.

On creating new posts: School authorisation on the Role Profile is also not required if departments wish to write a new Role Profile and get it graded. However, when Human Resources have graded the Post, the basic details will be put on CHRIS to enable the post to be recruited to when the department is ready. When the grading outcome notification is sent it includes a reminder to the department to put the post on RAS and to first seek permission for the post and then once approved, advertise it. If the post is one that requires School permission, RAS will recognise it and alert the School Office to grant permission.

Formal Re-grading (i.e. where a grade change is sought) for an existing filled or vacant post:

The University Policy is that School authorisation is required on the Role Profile for re-grading requests for **all filled posts** before they are sent to Human Resources.

The School Office policy is that School Office authorisation is required on the Role Profile for requests for re-grading for all existing filled (Chest or non-Chest) **and** vacant/unfilled Chest posts **before** you send them to Human Resources (see summary table below). This is because the School Office needs to sign off approval on Chest funding (should re-grading be successful) and review consistency of grades for similar posts across the School. This applies to:

- **rolling re-gradings** (post holder still in post and the role has evolved)
- **re-gradings following restructurings**
- **vacancy re-gradings** (person left and the post is being reviewed and updated)

N.B.: School authorisation does NOT apply to requests for informal grading advice/or updates to Role Profile (where no change to grade is sought)

1 Chest filled ✓	3 Chest unfilled ✓
2 Non Chest filled ✓	4 Non Chest unfilled X** School authorisation not required

****Please make sure you note the post as Non Chest unfilled when you send this to Human Resources.**

Before you send the role profile to the School Office or to Human Resources, please note the following:

- The PD33 form has been phased out.
- The Role Profile form should be used when making significant changes to the Role Profile/PD33s.
- Please look at the Role template Library for an equivalent role profile as this may save significant time in drafting the revised role profile. These templates contains typical duties which occur in a given role, but they are intended to be amended in order to suit local requirements.

Further information about the role template library can found on the grading section of the HR division website:

Grading - <https://www.hr.admin.cam.ac.uk/pay-benefits/grading/grading>

Role Template Library - <https://www.hr.admin.cam.ac.uk/pay-benefits/grading/grading/role-template-library>

Accompanying the Role Profile the following information should be provided:

1. Organisational chart showing role.
2. Previous role profile (preferably shown as tracked changes).
3. A brief explanation on the background and reasons for the re-grading and confirmation that it has the support of the Department.
4. Confirmation of the source of funds that the post is currently funded from. If a new post, please provide details on how the post will be funded/ details of posts being suppressed or reduced to help fund the new position.
5. How the increased costs will be funded if the re-grading application is successful.
6. If the post is part of a restructure - a copy of the final approved re-structure document.
7. Note on IT / computing posts: Please state whether the School's IT Coordinator and/or the Department's IT Manager (if this post exists) has been consulted.

Please make sure the Role Profile is signed (which it must be for formal re-grading requests) and send to:

Mrs Cathy Barton
Deputy School Secretary
01223 (7)46773
Cathy.Barton@admin.cam.ac.uk

If you are planning on submitting any posts in category 1 to 3 in the table above for formal re-grading, we would suggest an informal discussion with the School Office at an early stage might be useful.

All notifications (from Human Resources) regarding applications which result in a successful re-grading, are copied to the School Office. This includes the notification for new posts and existing posts where the grade of the post has been changed.