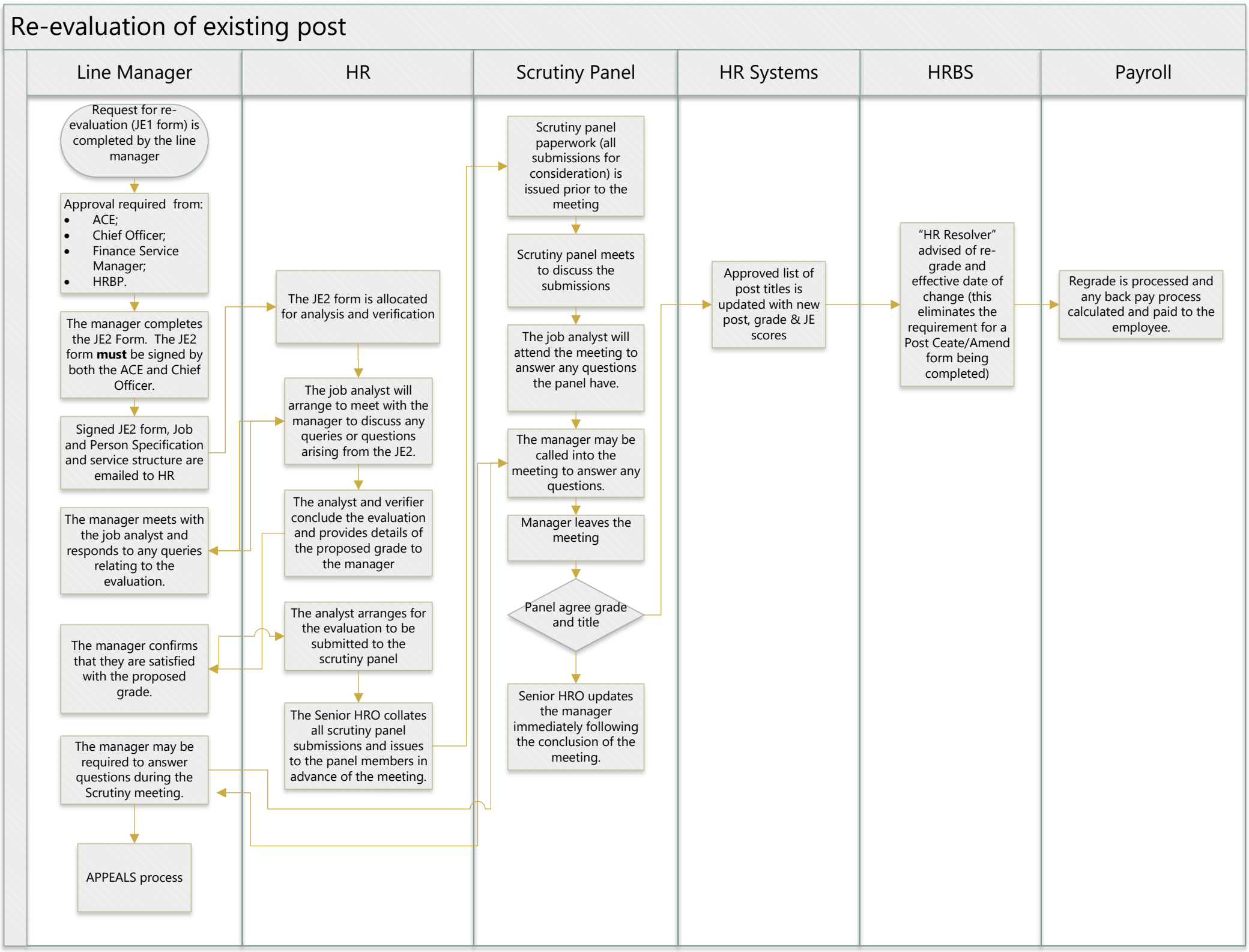
Re-evaluation of existing post
Line Manager
HR
Scrutiny Panel
HR Systems
HRBS
Payroll
Request for re-evaluation (JE1 form) is completed by the line manager
Approval required from:
• ACE;
• Chief Officer;
• Finance Service Manager;
• HRBP.
The manager completes the JE2 Form. The JE2 form must be signed by both the ACE and Chief Officer.
Signed JE2 form, Job and Person Specification and service structure are emailed to HR
The manager meets with the job analyst and responds to any queries relating to the evaluation.
The manager confirms that they are satisfied with the proposed grade.
The manager may be required to answer questions during the Scrutiny meeting.
APPEALS process
The JE2 form is allocated for analysis and verification
The job analyst will arrange to meet with the manager to discuss any queries or questions arising from the JE2.
The analyst and verifier conclude the evaluation and provides details of the proposed grade to the manager
The analyst arranges for the evaluation to be submitted to the scrutiny panel
The Senior HRO collates all scrutiny panel submissions and issues to the panel members in advance of the meeting.
Scrutiny panel paperwork (all submissions for consideration) is issued prior to the meeting
Scrutiny panel meets to discuss the submissions
The job analyst will attend the meeting to answer any questions the panel have.
The manager may be called into the meeting to answer any questions.
Manager leaves the meeting
Panel agree grade and title
Senior HRO updates the manager immediately following the conclusion of the meeting.
Approved list of post titles is updated with new post, grade & JE scores
"HR Resolver" advised of re-grade and effective date of change (this eliminates the requirement for a Post Ceate/Amend form being completed)
Regrade is processed and any back pay process calculated and paid to the employee.