Manager assesses the requirement to grade a post (see pages 2-4 of the Job Profile Guidance Notes)

New Role?
Manager gets approval from within the School/Faculty to create a post

Regrade/Change to current role (i.e. level of responsibility)?
Manager gets approval from within the School/Faculty for a regrade

Manager completes job profile with input from job holder as appropriate, where amending an existing job profile 'track changes' should be used to enable HR to identify what is different. Please ensure that an organisational chart is included so the post can be seen in context (see pages 6-10 of the JPGM for guidance on completing a job profile)

Job Profile is submitted to HR for grading

Assistant/HR Partner checks job profile and suggests if any changes should be made. Checks include:
- Fit for evaluation? e.g. clear, complete, well-formatted, concise and appropriate length
- Fit for recruitment purposes? Person Specification including selection criteria, both essential and desirable clearly defined
- Are there any Equality issues?
- Appropriate use of language? e.g. has the role been inflated using popular words like strategic

Assistant/HR Partner checks job profile and suggests if any changes should be made. Checks include:
- Fit for evaluation? e.g. clear, complete, well-formatted, concise and appropriate length
- Are there any Equality issues?
- Appropriate use of language? e.g. has the role been inflated using popular words like strategic

The Job Matching Panel grades the job profile referring as appropriate to evidence from conversations with managers, previous post holders and other sources used to provide context, this includes checking relativity across QMUL and within the team, comparing similar jobs and cross-checking levels to ensure that the outcome is consistent with current gradings.

Outcome is recorded with evidence and reasoning on the Job Matching Template Form

Assistant/HR Partner informs line manager of the agreed grade with reasons

Where there is a disagreement on grading, the job will be referred to the Head of Operations who will assess if there is a case based on the facts, part of which may involve speaking with the manager. If there is a case, they will establish another panel of Assistant/HR Partners to review the grade of the job. The decision of this second panel will be final.

HR Team advertise the post / action regrade change

Notes:
**Job Matching Panel:** Refers to 2 Assistant/HR Partners from teams who support different faculties/professional services to those of the post being evaluated.

**Timing of Job Matching:**
- New roles will be processed within two weeks or by an alternative mutually agreed date.
- Changes to jobs as a result of restructures will be processed within the agreed turn-around time.
- Re-grades will be processed on a quarterly basis and outcomes will be effective from the 1st of the month following the panel.

August 2015