



University of Brighton

Procedure for grading new/vacant posts: Guidance for Managers

This procedure is to be used in the following situations:

- **New posts**
- **Re- evaluation of vacant posts** – where prior to recruitment, vacant posts are reviewed and the duties and responsibilities are **significantly** revised.

If there is any uncertainty as to whether proposed changes to a job description are likely to change the grade, this must be discussed with a Personnel Adviser, prior to the post being submitted for grading.

(This procedure does not apply where there is a member of staff in post, in these circumstances the Internal Promotions Procedure will apply).

The process may take up to three weeks from the information being received by Personnel to the grading outcome being provided.

The following information must be sent to Personnel:

- A completed PD8 or PD38 (if the post is fixed-term and/or casual). The PD8 will need to be approved by the Deputy Vice-Chancellor before the post can be graded.
- Job description (JD) and person specification. Where the JD has been significantly revised both the existing JD and revised JD should be submitted, the revised JD should clearly show the changes.
- An updated structure chart showing job titles, grades and the new post.
- Any supporting information/rationale for why the new post is being created or the vacant post is being revised; this should include any comparator posts within the school/department/university.

The Job Grading process

1. The job grading panel will consist of three trained members: either the Director or Deputy Director of Personnel, a senior manager who has served on a matching or appeals panel and a second member of staff from the Personnel Department (grade 6-8) who will also act as clerk. All panel members will have been trained in the Hay job evaluation system and have experience in job matching or appeal processes.

2. All panels will be expected to consider consistency of grading decisions by reference to similar and comparative posts across the university and will have access to all relevant support staff job information to enable them to ensure that the decisions on grading are consistent within and across the university.
3. Where no direct comparison to an existing post can be established, the post will be evaluated by the panel using the role profiles. If the post is unique and cannot be assessed via the role profiles then it will be subject to an individual Hay evaluation. The panel may also request further information from the relevant manager.
4. Confirmation of the grading outcome will normally be provided by the Personnel Assistant for the School/Department. If the manager requests more detailed feedback this will be provided by a member of the panel.
5. If the manager is dissatisfied with the grading outcome, they may request a review of the grading decision by a different panel. This request must be made within 10 working days of receiving the grading outcome by either submitting further evidence or highlighting areas they consider have not been given due weight in the grading deliberations. The grounds for a review must be based on the view that the decision was made without sufficient evidence/understanding of the role and responsibilities
6. The second panel will review the decision made by the first panel and will take into account any further information or clarification provided by the relevant manager and/or member of staff and manager concerned. The decision of the second panel will be final and there will be no further review.