

**UNIVERSITY OF OXFORD**

**GRADING REVIEW REQUEST**

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| For office use only |
| HERA code: |  |
| Date received: |  |

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| **PLEASE ENSURE YOU HAVE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM.** |
| **VALIDATION**When the form has been fully completed including departmental comments it should be checked by the post holder, line manager and departmental administrator to ensure that all the relevant details for consideration by the HERA analyst have been included and that it fully and accurately reflects the post holder’s duties.The form should be attached, along with an up to date job description and organisation chart, to a staff request on Core. |

**APPLICANT DETAILS**

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| **NAME:** |  |
| **DEPARTMENT:** |  |
| **SECTION:** |  |
| **JOB TITLE:** |  |
| **CURRENT GRADE:** |  |
| **DATE OF LAST GRADE REVIEW:**  |  |
| **JOB DESCRIPTION AND ORGANISATION CHART**The following should be included with your regrading application:1. An up to date job description of your job *Please complete the* ***template job description and selection criteria****.**State your job title, provide a summary of the main focus of your role, list the key responsibilities, and provide a person specification with details of the skills and experience required to carry out your role.* 2. An up to date organisation chart*Show the reporting relationships within your immediate team and give an overview of your departmental structure.* 3. Departmental comments*The line manager and departmental administrator may use this section to provide comments on the regrading application* |

**REASONS FOR GRADING REVIEW REQUEST**

With reference to the HERA grade descriptions (<https://hr.admin.ox.ac.uk/grading-procedure> ) please list the key reasons for your grading review request, i.e. the main changes to your job and a description of the tasks you believe mean that you are working at a higher grade. (Note: it is not necessary to include a statement in respect of all the HERA elements.)

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|  | **Key reasons for grading review request** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**DEPARTMENTAL COMMENTS**

The line manager and departmental administrator may use this section to provide any additional information or comments on this regrading application, if they wish to do so. These comments should be discussed with the applicant.

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| **Line Manager:** |
| **Departmental Administrator:** |
| **This is an accurate representation of the responsibilities of the role, agreed by the applicant and the department.**  **Name ………………………………………………………… (Departmental Administrator)** **Date …………………………………………………………….** |