



The University of Manchester

Re-grading Roles and Responsibilities

Re-grading Applicant

- Discuss, define and agree the additional duties and responsibilities that are now required of your role with your line manager
- Complete the Re-grading Application Form with support from your line manager
- Submit the completed re-grading application documentation to your line manager to be verified
- Provide additional evidence and / or clarification, as required, throughout the re-grading application process

Line Manager

- Discuss, define and agree the additional duties and responsibilities that are now required of the role with the re-grading applicant
- Ensure the re-grading application is in line with local and / or organisational plans and confirm with the senior approver before proceeding
- Assist with, as required, the completion of the Re-grading Application Form
- Produce a new job description and person specification, obtaining input from the re-grading applicant as required
- Verify all information provided in support of the re-grading application (if there is any information that cannot be verified see section 5.4 of the Re-grading Policy and Procedure for guidance)
- Submit all re-grading documentation to the senior approver for verification
- Ensure all necessary documentation is submitted to the People and OD Partner
- Keep the re-grading applicant up-to-date with progress of the re-grading application
- Act as a point of reference and provide additional evidence and / or clarification as required throughout the re-grading application process
- Determine the effective date of any successful re-grading application and confirm with the senior approver

Senior Approver

- Discuss, define and agree the additional duties and responsibilities that are now required of the role with the line manager
- Ensure the re-grading application is in line with local and / or organisational plans and confirm with the line manager before proceeding
- Verify all information provided in support of the re-grading application (if there is any information that cannot be verified see section 5.4 of the Re-grading Policy and Procedure for guidance)
- Confirm the effective date of any successful re-grading application with the line manager

People and OD Partner

- Ensure the re-grading application is in line with local and / or organisational plans
- Consider any wider implications of the re-grading application and discuss with the line manager and / or the senior approver as required
- Ensure that you have received all necessary re-grading documentation
- Review the quality of all re-grading documentation to ensure the additional duties and responsibilities of the role are clear, and request revisions if not
- Following quality checks, submit the re-grading application documentation to the Job Evaluation, Reward and Benefits Team for assessment
- Act as a point of reference and request additional evidence and / or clarification, as required, from the line manager throughout the re-grading application process
- Explore and query the evidence submitted throughout the re-grading application process
- Confirm the effective date of any successful re-grading application with the line manager and / or senior approver and advise the Job Evaluation, Reward and Benefits Team

Job Evaluation, Reward and Benefits Team

- Provide the current HERA role profile to the re-grade applicant or the line manager upon request
- Assess the re-grading application and request additional evidence and / or clarification as required throughout the re-grading application process
- Communicate the outcome of the assessment to the People and OD Partner, line manager, senior approver and to People and OD Operations as appropriate

Trade Union Representative

- Provide advice and support to the re-grading applicant throughout the re-grading application process as requested
- Participate as an independent member of the panel in final stage appeal meetings

People and OD Operations

- Following communication from the Job Evaluation, Reward and Benefits Team, provide written confirmation of the outcome of the re-grading application to the re-grading applicant along with details of any contractual change
- Update the People and OD System and the employee record to reflect any changes following the re-grading application process