# AGENDA FOR CHANGE, JOB EVALUATION:

# CHANGED JOB SUBMISSION FORM

This form must be used to:

1. Submit a request to complete a job evaluation process to grade a job that has
	1. previously been graded using the Agenda for Change Job Evaluation Scheme
	2. significantly changed from the role described in the original job description
2. Confirm that the job description has been agreed and accurately describes the role carried out.

**SECTION 1: AUTHORIZATION**

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| When authorizing the changed job submission Managers and Directors are confirming that they:1. Have read the submission content and understand and accept their responsibilities to ensure all information is accurate and reflects the requirements of the role as it is performed by the postholder(s).
2. Agree with all the information submitted for consideration as part of the significant change request.
3. Confirm that the job description has been agreed with the employee(s) and/or staff side representative(s) and reflects the role to be carried out.
4. Have checked the submission to ensure that the job information provided, especially that related to qualifications, skills or experience reflects only that which is required for the post now or for recruitment.
5. Have checked that individual postholders’ qualifications, skills or experience that is not required for the post has not been included.
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| **Authorizing Manager/Head of Service/Director: …………………………….** **(name in block capitals)** |
| **Signed.........................................................................** | **Date...........................** |
| **Head of Human Resources: .............................................. (name in block capitals)** |
| **Signed............................................................................** | **Date......................** |

# SECTION 1A: SUBMISSION CHECKLIST

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| The Head of Human Resources should send the submission form and all associated paperwork via email to the Job Evaluation Unit. Submissions should include: |
| * Original job description
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| * Matched job report relating to the original job description and grading outcome
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| * Revised job description, clearly showing additions and revisions
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# SECTION 2: JOB DETAILS

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| Job title |  |
| **Job reference** (as recorded on TURASJE – available from HR) |  |
| Date when last matched/evaluated |  |
| **Department**  |  |
| **Service/Directorate/HSCP** |  |
| Number of postholder(s) |  |
| Department/service reference number (if used) |  |

# Section 2A: JOB EVALUATION OUTCOME (completed by Job Evaluation Unit)

|  |  |
| --- | --- |
| TURASJE Job reference |  |
| AFC Pay Band |  |
| National Profile used |  |
| Job Status |  |
| Consistency check completed on (date) |  |
| Date notified to Head of Human Resources |  |

**SECTION 3: SUMMARY OF CHANGES/ADDITIONS**

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| Briefly summarise the changes to the duties and responsibilities now being undertaken. It may be helpful to use headings when describing the changes and then list these using bullet points. Please indicate the sections of the job description that have been updated below.***Avoid the use of phrases and terminology from the Job Evaluation Scheme or national profiles in the submission and also in the job description document.***  |
| **Section heading** | **Summary of job changes, additions, revisions** |
| *e.g.* *Main Duties, People Management*  | *The postholder is now responsible for completing annual appraisals and personal development planning for a team of 4.*  |
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