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**REQUEST FOR EVALUATION OF NEW/VACANT ROLE**

|  |  |  |
| --- | --- | --- |
| Professional Services Division / Faculty / School: |  | |
| Business Process area:  *(Education and Students, Wellbeing, Marketing, IT)* |  | |
| Divisional Head’s / Faculty Manager’s / School Manager’s Declaration:  *(where applicable)* | “I confirm I agree with the requirement for evaluation and the content of the job description.” ☐(check box)  Name(s): | |
|  | |
| Job Title (Current): |  | |
| Job Category: (select from drop down) | Choose an item. | |
| Reason for establishing new role or changes to vacant role: |  | |
| If vacant role, please state the name of the previous role-holder: |  | |
| Anticipated Grade: |  | |
| **NOW SEND THIS FORM AND THE NEW JOB DESCRIPTION TEMPLATE BY E-MAIL TO THE RELEVANT FACULTY / DIVISIONAL HUMAN RESOURCES BUSINESS PARTNER** | | |
| **For HR Use Only** | | |
| **Date received:** | |  |
| **Does the role fit appropriately within the Divisional / Faculty / School structure?** | | **YES**  **NO** |
| **Does the role overlap with any other service area outside of the existing Professional Services Divisional / Faculty / School structure?** | | **YES**  **NO** |
| **Can the JD be used as a generic?** | | **YES**  **NO** |
| **Have the grade descriptors (where appropriate) been used?** | | **YES**  **NO**  **N/A** |
| **Are there any professional registrations required for this role? (If yes, please specify here for JD upload to repository)** | |  |
| **Is the JD well-structured and coherent?** | | **YES**  **NO** |
| **Is a DBS check required for this role? (Add here for JD upload to repository)** | | Choose an item. |
| **Is a pre-employment health check required?** | | **YES**  **NO** |
| **Can the grade expectation be met?**  **(Know How check completed?)** | | **YES**  **NO** |
| **Name of Role Expert to attend the panel (where deemed necessary by the HRBP):** | |  |
| **Where appropriate, any contextual information for the Technical Adviser:** | |  |
| **Confirmed job description template ready for evaluation:** | | **YES**  **NO** |
| **HR Business Partner:** | |  |
| **Date:** | |  |
| **Please remove all comments from the job description:**  **Within Microsoft Word go to Review > Delete > Delete all comments in document**  **Then forward to:**  **reward-team@bristol.ac.uk** | | |

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**<Insert job title here >**

# JOB DESCRIPTION

Faculty / School or Division: School of

Faculty/School or Division Address:

|  |  |  |  |
| --- | --- | --- | --- |
| Job Family: | Professional & Administrative Services | | |
| Grade: |  | Salary range: |  |
| Hours of work: |  | Contract type: |  |
| Work pattern: |  | Vacancy Reference Number: | |

## Main Job Purpose (a short paragraph of 2-3 sentences)

## Standard Responsibilities (10-12 bullet points)

**1.2.1 Additional Responsibilities (if applicable)**

## Relationships

Line manager:

Line manager to (where appropriate):

## Job Hazards and Pre-employment Checks

### Please inlude details of what pre-employment checks the role requires eg health screening and DBS

**(Please refer to the guidance notes at:** <http://www.bristol.ac.uk/hr/resourcing/practicalguidance/appointment/checks.html>**)**

# **PERSON SPECIFICATION**

## Standard Skills, Knowledge & Experience Required

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessed By A/I/T/O** |
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## Additional Skills, Knowledge & Experience (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessed By A/I/T/O** |
|  |  |  |  |
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|  |  |  |  |

A – Application Form

I – Interview

T – Test or Scenario

O – Other e.g. presentation, focus group

## FOR JOB EVALUATION PURPOSES ONLY

## 3.1 Typical Work Activities (across a day/week or month)

## The role holder will spend most of their time .…………….

## 3.2 Organisation Chart

**3.3 Other Statistical or contextual information relevant for job evaluation purposes**

**3.4 Relevant Physical and Environmental Information**

**3.5 Key contacts**