

MAKING A CASE FOR MOVEMENT WITHIN GRADE M

Senior Professional Services Staff on Grade M

*This form is to be completed by the Manager of a Grade M member of staff, having read the* [*Grade M Senior Professional Services Staff Salary Review Procedure*](https://www.bristol.ac.uk/hr/grading/professional-services-staff/gradem/)

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| **Employee name:** |  | **Current Range:** |  |
| **Job title:** |  | **Professional Services Division/Faculty Name:** |  |
| **Proposed no. of increments:** |  |  |  |

**Clarification of criteria for M grade movement in PS Services:**

* ***Objectives*** *– as a baseline the M grade member of staff must have achieved all of their objectives and exceeded expectations in a majority of them.*
* ***Improvement*** *– Demonstrable (with examples) evidence of performance having increased relative to the previous year.*
* ***Exceptional*** *– Postholder exceeds the expectations of simply ‘doing their job’ and stands out amongst their peers within their area of expertise. By definition a majority of staff in the same area cannot be regarded as exceptional.*
* ***Sustained*** *- usually will have been in post over 12 months and be demonstrating improvement over that entire period.*
* ***Compelling evidence*** *– More than one substantive example of exceptional performance or achievement.*
* ***Financial constraints*** *– The submitting Divisional Lead must confirm that the proposed pay increases are affordable within their budget and any steps they will take to ensure this.*
* ***Equality diversity perspective*** *– The Divisional Lead is able to confirm that they have considered any risks relating to discrimination or matters of pay equality in making their recommendations.*
* ***Period of review*** *–* The 12 month period of review is the 12 months preceding the date on which this form is submitted (not the 12 months to 1st August when payment is made).

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| **Please provide details of the case. This space is expandable:**  |
| **If the individual is cur****rently in receipt of an R&R payment, please state what will happen to the R&R if the case is agreed:**  |
| **Name of manager making recommendation:** |  |
| **Signature:**  |  | **Date:** |  |

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| **For Divisional based roles the following section MUST be completed by the Divisional Lead of a Grade M member of staff.** |

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| **Name of the Divisional Lead:** |  |
| **Indicate whether the proposed pay increases are affordable within their budget and any steps they will take to ensure this:** |
| [ ]  **Yes** | [ ]  **No** |
| **Comments related to ensuring pay increases are affordable:** |
| **Indicate that they have considered any risks relating to discrimination or matters of pay equality in making their recommendations.** |
| [ ]  **Yes** | [ ]  **No** |
| **Signature:**  |  | **Date:** |  |

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| **PLEASE SEND THIS FORM TO: reward-team@bristol.ac.uk copying in your Head of HR Business Partnering** |