**Cyngor Sir Ceredigion County Council**

**Application for Re-Grading**

All applications for re-grading are to be made using this form which must be completed in full and forwarded to the Human Resources Team in the People and Organisation Service either by emailing to humanresources@ceredigion.gov.uk or posting to Human Resources, Canolfan Rheidol, Rhodfa Padarn, Aberystwyth, Ceredigion, SY23 3UE. Applicants must ensure that they retain a copy for their own reference.

Applicants are reminded that their particular duties and responsibilities attached to posts are of necessity, in many cases, somewhat difficult to detail and /or define and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the grading.

In cases where there has been a **substantial** change in the duties and responsibilities of the post, beyond variations of the kind referred to above, then an employee is entitled to submit a regrading application.

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| Job Evaluation Ref (if known):er: |  |  |  |
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| Job Title:  |  |  |  |
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| Name:  |  |  |  |
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| Service: |  |  |  |
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| Section: |  |  |  |
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| Immediate Line Manager’s Name & Job Title: |  |  |  |
|  |  |  |  |
| Corporate Lead Officer Name  |  |  |  |
|  |  |  |  |
| Job Location: |  |  |  |
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| Address for correspondence |  |  |  |
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| **Date appointed to present post:****Present grade:** |  |

Reason for re-grading application:

Please provide concise supporting evidence/information relating to the changes in duties/responsibilities of the post. It is only necessary to provide evidence for the factors that are relevant to your application.

**Post holders are advised to read the Ceredigion County Council, GLPC Job Evaluation Scheme “Information and Guidance Notes for Employees” before completing this form.** (Available from the Human Resources Team)

# 1. SUPERVISION /MANAGEMENT OF PEOPLE

This factor measures the responsibility of the job for:

* **Full and on-going supervision of Council employees**.

Please confirm that responsibilities for the staff listed below include:

Recruitment and Selection Y/N

Deliver induction training Y/N

Allocate, instruct, direct, organise work Y/N

Check work Y/N

Conduct Performance Review Y/N

Decide on training needs Y/N

Provide training Y/N

Discipline employees, if necessary Y/N

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* **Temporarily assigned or shared supervision of employees (including seasonal workers)**. ***Note: Responsibility must be for a minimum of 4 weeks per annum***

Please confirm whether responsibilities for the staff listed below include:

Recruitment and Selection Y/N

Allocate, instruct, direct, organise work Y/N

Check work Y/N

Deliver training Y/N

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* Individual contract workers or agency staff.

***Note: Contract employees should be subject to regular monitoring and issuing of directions and instructions.***

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# 2. CREATIVITY AND INNOVATION

This section considers the extent to which the job requires innovative and imaginative responses to issues and to the resolution of problems.

This can be exercised in a number of ways including: caring and counselling; design and application of information technology systems, creation and planning of menus; repair and maintenance of landscapes, buildings, plant and machinery; cleanliness and well being of the environment; preparation of plans and drawings, development of policy, practice and procedures and in the use of the written and spoken word.

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# 3. CONTACTS AND RELATIONSHIPS

This section considers the degree of personal contact and the nature of the relationships with others required to carry out the job.

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# 4. DECISIONS

## 4.1 DECISIONS – DISCRETION

This section considers the requirement to make decisions or put forward recommendations as part of the job's remit (as defined in the job description).

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## 4.2 DECISIONS - CONSEQUENCES

Consider the effect/impact of decisions as described in 4.1 - whether for clients, the public, other staff or the service. These will only relate to consequences which flow from doing the job properly - not negligently.

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# 5. RESOURCES

This section considers whether there is a requirement of the job for personal and identifiable accountability for financial and physical resources, including those of clients:

## 5.1 Cash/Financial Resources

Considers personal accountability for the accurate handling/security of cash, near cash equivalents (e.g. vouchers, stamps, parking passes etc.) or open cheques

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## 5.2 Vehicles /Plant/Equipment

Considers personal accountability for the proper use and safekeeping of Council owned or hired vehicles, plant, equipment

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## 5.3 Stocks/Materials

Considers personal responsibility for materials/items of stock?

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## 5.4 Data Systems

Considers personal responsibility for the use, manipulation and safekeeping of data systems, whether manual or computerised

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**5.5 Buildings**

Considers personal accountability for the proper use and safekeeping of buildings

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**6. WORK** **ENVIRONMENT**

## 6.1 Work Demands

This element considers the impact of disruption to work, demand for changes in the programme of work and resolution of conflicting resource needs and priorities.

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**6.2 Physical Demands**

Considers the amount and continuity of physical effort required for the job:

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## 6.3 Working Conditions

Considers the exposure to disagreeable or unpleasant working conditions present in the physical .environment

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**6.4 Work Context**

Considers the potential risk to health and general well being of illness and injury, emotional as well as physical, in the job.

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# 7. KNOWLEDGE AND SKILLS

This factor measures knowledge and skills in relation to the work or discipline **required** by the job and which are necessary for the competent performance of the full duties and responsibilities of the job.

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# CONTINUATION SHEET 1

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| Factor Number | Page Number | Additional Information |
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**Declaration:**

I confirm that the information contained in this application is a true and accurate reflection of additional requirements of the job.

Signed:

**(Post holder)**

Print Name:

**(Post holder)**

**Date:**

I have read and reviewed the information contained in this application and can confirm that the information supplied by the job holder is a true and accurate reflection of the additional requirements of the job.

Signed:

(Line Manager)

Print:

(Line Manager)

Date:

Signed

(Corporate Lead Officer)

Print:

(Corporate Lead Officer)

Date:

The completed form should be returned to:

**Human Resources,**

**Canolfan Rheidol,**

**Rhondda Padarn,**

**Aberystwyth,**

**Ceredigion,**

**SY23 3UE**

**humanresources@ceredigion.gov.uk**

**Group Declaration (if relevant):**

**Signed**

**Print Name:**

**Signed**

**Print Name**

**Signed**

**Print Name**

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**Print Name**

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**Print Name**

#### Cyngor Sir Ceredigion County Council

##### RE-GRADING APPLICATION PROCEDURE

The following provides details of the Re-grading Application Procedure for Ceredigion County Council staff. However, staff are reminded that a re-grading application will only be successful if it can be shown that there has been a permanent, clear and significant increase in the duties and responsibilities of the post and not merely an increase in the workload i.e. doing more of the same or similar type of work. The particular duties and responsibilities attached to posts may of necessity vary from time to time, without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading.

1. In the first instance, an employee must make an application for the re-grading of his/her post using the Re-grading Application Form. A copy of the completed form should then be sent to the Human Resources Team and a copy retained by the employee.
2. The Human Resources Team will acknowledge receipt of the application for re-grading and the application for re-grading will be submitted a re-evaluation of the post.
3. The applicant will be advised in writing of the outcome of the re-evaluation of the post.
4. If the applicant does not accept the outcome, the application will be proceed to the Appeal process.
5. Appeals will be conducted in accordance with the Job Evaluation Appeals Process and Procedure.
6. Any successful re-grading will become effective as from the date of the re-grading application.