**ADVANCEMENT APPROVAL FORM**

This form must be completed by the line manager and approved by the Managing Director/Senior Partner in consultation with the HR Business Partner.

Please also refer to the guidance on advancements on Employee Essentials prior to completing this form. It may also assist you to look at the guidance on creating and using role profiles on the intranet.

Line managers should not discuss any proposed advancement with their reportee until it has been agreed following the above steps.

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| **Employee Details** | | | | | |
| NAME: Greg Johnston | | | | | |
| ROLE TITLE: Assistant Analyst | | | | | |
| DATE OF ENTRY TO ROLE\*: 24/9/18 | | DATE OF ENTRY TO BAND\*: same as role | | | |
| BAND: B | | DIVISION/DIRECTORATE: Delivery | | | |
| CURRENT SALARY: 24,500  (before annual pay award) | | REQUESTED INCREASE (£/%): 8% | | | |
| PERFORMING AT CURRENT LEVEL FOR AT LEAST 6 MONTHS | | | | Yes | |
| EFFECTIVE DATE OF ADVANCEMENT: 1/9/19 | | | | | |
| DETAILS OF ANY PREVIOUS ADVANCEMENTS IN CURRENT BAND\*: N/A | | | | | |
| **\***Individuals cannot receive an advancement within 12 months of a change in grade or a previous advancement. | | | | | |
| **Line Manager Details** | | | | | |
| NAME: Rory McCabe | | | | | |
| ROLE TITLE: Senior Data Business Analyst | | | | | |
| BAND: D | DIVISION/DIRECTORATE: Delivery | | | | |
| **REASONS FOR ADVANCEMENT**  The line manager completing this nomination should outline how the reportee has developed in the role in relation to the responsibilities and minimum competencies/ knowledge, or, if their reportee has been advanced previously within the band, how they have developed since their last advancement, highlighting the differences in responsibilities, competence and knowledge. A revised role profile showing any changes in sections 1-6 (this may not have changed if the role itself has not developed) should also be submitted. | | | | | |
| **Greg**  Driven by his exemplary attitude, the outputs from Greg’s work have been improving on a consistent basis and at an impressive rate over the course of the 12 months since he joined Data Services. The quality of all his work is very good. I have picked out some specific examples:   * Greg has learned our service offerings and has applied our ways of working and approach to delivery to specific business problems very effectively. He has learned a lot this year that is enabling him to do this. A good example is his work on SOLR. Greg researched and determined a good quality vision for the data needs of the SOLR process. Importantly, he has not let that long term goal distract him from delivering value early. The end result has been that Greg has made sure the SOLR team were better equipped to manage their very immediate challenges of processing failing suppliers’ customer data last year. Greg’s work has been a very important unsung contribution to Ofgem’s success at managing suppliers’ failures. * Greg has also acted as the internal “public face” of data services, acting as many users’ first point of contact. He’s made great impressions. His work with them is always very well scoped, he focuses on only the necessary information for decisions to be made and is very effective at reporting users’ needs back to the data services team. The team trust him and our users trust him too. * Greg has done a lot that exceeds quality expectations of a band B employee. This is true of his work on the Energy Data Taskforce (EDTF). Greg has been trusted to pick up work and deliver to business needs with minimal supervision – often none at all. This has been made possible because he has invested his efforts last year learning what the business and its users’ needs from him and has delivered to that. The end result has been to provide a robust body of evidence that has enabled Ofgem and BEIS to rapidly agree how to progress their EDTF agenda. More than this, feedback for Greg is that his is not only enabling us to proceed today, but he also proactively investing in corporate knowledge retention in a way that most staff never consider. This is excellent selfless behaviour. | | | | | |
| AMENDED ROLE PROFILE ATTACHED | | | NO | | |
| PREVIOUS ADVANCEMENT CASES CHECKED | | | N/A | | |
| LINE MANAGER’S SIGNATURE: Rory McCabe PRINT NAME: Rory McCabe | | | | | DATE: 11/10/19 |
| HR BUSINESS PARTNER’S SIGNATURE: PRINT NAME: | | | | | DATE: |
| MANAGING DIRECTOR/SENIOR PARTNER’S SIGNATURE: PRINT NAME: Steven Steer | | | | | DATE: 11/10/19 |