**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: Michelle Ward | | | | | |
| ROLE TITLE: Analyst | | | | | |
| DATE OF ENTRY TO ROLE\*:  8/10/19 | | DATE OF ENTRY TO BAND\*: same as role | | | |
| BAND: B | | DIVISION/DIRECTORATE: Delivery | | | |
| CURRENT SALARY: 25,595  (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. | | | | | |
| Michelle was the primary business analyst on the Data Services retail spoke for 3 months. She has consistently gained hugely positive feedback from everyone who has worked with her both within the Data Services team and also the Retail Monitoring team. She has been very proactive in continually engaging the team stakeholders, both internal and external to ensure that a continuous work stream is properly maintained, with a well-defined backlog. Her communication skills have been exceptional, which has been continually fed back from anyone who has worked with her. She has had excellent feedback as a front face of Data Services, doing initial exploration of data products across Ofgem, being proactive and providing solutions for any problems she has uncovered.  Michelle has invested in developing her technical skills throughout the year since she joined Ofgem. She now applies these skills on a day-to-day basis without supervision, delivering business needs (such as demonstrated by her time on the data services retail spoke).  She now proactively and independently deals with ad-hoc queries for Data Services, assists developing our data products and training our users. These are all skills that she has developed in the last 12 months.  In other work, she has helped the retail price cap team, developing their pipeline into an enduring solution to their monitoring needs, this is now also used by other Ofgem teams.  Michelle has also become a core member building the agile community, leading lunch time learning sessions and proactively looking for speakers and topics to present. She has developed into being able to do this through learning from Nicky Riley’s experience. Michelle’s capabilities have matured such that now, when Nicky isn’t available, Michelle independently takes on additional responsibilities and progresses this cultural change to ways of working at Ofgem.  Of additional note, Michelle now ensures coordination between her work area and others across Data Services, going over and above her working grade to ensure that aspects of team management such as the Objectives and Key Results, and communications for the Data Exchange and Hub are on track. | | | | | |
| 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 |