



HR24 Request for Position Re-evaluation (Professional Staff)

(HR.V1.0 -7.05.18)

Employee Details

Employee Name: _____ Employee ID: _____
Supervisor Name: _____ Faculty/Division: _____
School/ Centre/ Work Unit: _____

Current Position Details

Position Number (if known): _____
Position Title: _____
Current Level: _____ Current Step: _____

Proposed Re-evaluation Details

Position Title (if different to current): _____
Level: _____
If a broadbanded position is proposed, the incumbent should:
_____ be placed at the lower level . _____ be placed at the higher level . _____ remain at their current level

If approved, the re-evaluation will be:
• to step 1 of the proposed level
(any accelerated progression should be requested using HR23 form, after the outcome of this request is confirmed)
• effective from the date of submission of this form to HR
(unless in exceptional circumstances which must be supported in the business case)

Supporting Documents Checklist

All must be provided to your HR Client Services representative along with this form for the Re-evaluation Request to be considered

Business Case justification (over page) _____ Org Chart reflecting proposed new structure _____
Current Position Description _____ Proposed Position Description _____

Acknowledgements: I am aware of this Re-evaluation Request, agree for it to be reviewed by Human Resources and understand that this does not constitute approval of the request.

Employee: _____

Supervisor: _____

Date: _____

Date: _____

Head of School: _____

Dean/Divisional Head: *(may be provided after HR review)*

Date: _____

Date: _____

Human Resources Recommendation

For HR use only, signed evaluation documents must be attached

Re-evaluation Request:

☐ Approved ☐ Not approved

Business Case for Re-evaluation Request

How have the duties of the position changed?

Consider and outline:

- The overall purpose of the position
- Any major changes to the duties & responsibilities, including in complexity and scale
- The nature and extent of supervision received and exercised
- Decisions that fall within the scope of the position and those referred upward
- The impact caused by any failure to meet responsibilities
- How the position relates and interacts with other roles in the area and across the university
- Any specific skills, knowledge, qualifications or experience required

Why is there a requirement for the higher level position?

Consider and outline:

- Why the School/Unit requires these duties to be performed instead of the duties as outlined in the existing position description
- What changes have occurred within the School/Unit to warrant the higher level position

What is the capability of the incumbent to perform the higher level position?

Consider and outline:

- Whether the incumbent has been required to perform some or all of changed duties already, and if so their success in doing so
- Whether the incumbent can meet all of the selection criteria
- Whether the incumbent will need any training/guidance in order to meet the requirements of the higher level position

Business Case written by:

Signed:

Position Title:

Date: