



# 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:**