

Submission Reference No:

(HR Use Only)

**NORTH LANARKSHIRE COUNCIL
SUBMISSION FOR RE-EVALUATION
FOLLOWING A SUBSTANTIAL CHANGE IN DUTIES and RESPONSIBILITIES**

PART 1 – APPLICATION DETAILS

Individuals, Line Managers or Services wishing to seek a re-evaluation of a post must use this form to make their written submission.

The completed standard pro-forma, together with all supporting documentation, should be submitted as a final position to the appropriate Head of Service within the month of February.

Before completing this application please ensure that the re-evaluation request meets all of the following criteria:

- i. there has been a substantial change in the duties and responsibilities of the post (not increased volume of work) impacting significantly on one or more of the 13 factors of the Job Evaluation Scheme, and
- ii. the change is a necessary part of the job remit; and
- iii. the change is considered to be a permanent feature of the post; and
- iv. clear supporting evidence of the change can be provided, including the impact of new duties on existing duties, i.e. what is no longer being done or done to a lesser degree/frequency, and
- v. the post has not been evaluated/re-evaluated within the preceding 2 years.

***Please note that if the request cannot meet all of the above criteria, the submission cannot be considered as competent.**

Consideration of the re-evaluation request will be based solely on the content of this application. No additional information will be accepted once the application has been submitted to the relevant Head of Service.

Employee Submission

Approved by Line Manager

Line Manager Submission

Service Submission

Approved by Head of Service

Submission Reference No:

(HR Use Only)

	EMPLOYEE	LINE MANAGER	HEAD OF SERVICE
NAME:			
EMPLOYEE REF NO:			
JOB TITLE:			
SERVICE:			
DIVISION:			
WORK LOCATION/ ADDRESS:			
CONTACT TELEPHONE NO:			
SIGNATURE:			
DATE:			
Job Evaluation Reference No:			

Submission Reference No:

(HR Use Only)

PART 2 – SUBSTANTIAL CHANGES

Please identify in the space provided below the substantial changes in the duties and responsibilities of the job which have occurred.

In addition to the above, clear documentary evidence of the substantial change must be provided in support of the application for example, a copy of the old and new job descriptions / person specifications, organisation charts etc.

Please copy this page if you need more space or enclose any other documentary evidence you may wish to be taken into consideration.

Submission Reference No:

(HR Use Only)

PART 3 - GROUNDS FOR RE-EVALUATION

Please use this table to indicate under which factor you are making your request for a re-evaluation, and use the boxes below to set out the details of your request under each factor heading.

FACTOR HEADING		LEVEL ASSESSED	LEVEL BEING SOUGHT
1	Working Environment		
2	Physical Co-ordination		
3	Physical Effort		
4	Mental Skills		
5	Concentration		
6	Communication Skills		
7	Dealing with Relationships		
8	Responsibility for Employees		
9	Responsibility for Services to Others		
10	Responsibility for Financial Resources		
11	Responsibility for Physical & Info Resources		
12	Initiative and Independence		
13	Knowledge		

Please ensure that comments are provided by both the employee and the line manager in respect of each factor you are seeking a re-evaluation for.

Submission Reference No:

(HR Use Only)

Please read the factor descriptors in the Job Evaluation Scheme Guidance, a copy of which is available either from the Council's intranet site, or HR, to gain a full understanding of what each factor is covering and provide a clear description of the tasks carried out in the post with examples in the information box under each of the relevant factors.

FACTOR HEADING:-

EMPLOYEE'S COMMENTS:

Please copy this page if you need more space

Submission Reference No:

(HR Use Only)

FACTOR HEADING:-

LINE MANAGER COMMENTS:

HEAD OF SERVICE COMMENTS:

Please copy this page if you need more space