

Guidance on proposing grades for recruitment protocol cases

The following resources are available for managers to use when arriving at proposed grades for jobs, which will help with budgeting and submitting cases under the recruitment protocol.

Grade and category descriptions

[Grade descriptions](#) set out the typical requirements and responsibilities for staff operating at each grade in the main salary and grading structure (grades 1-10). These overarching grade descriptions are intentionally generic and do not explicitly describe any particular job.

Managers should also consult the [category descriptions](#), which give general summaries of responsibilities for research, administrative/professional, IT and technical, and operational services roles.

Generic job descriptions

A number of [generic job descriptions](#) have been developed to assist departments in writing job descriptions for frequently occurring jobs. Generic job descriptions are available for research and teaching, administrative and professional, IT and technical, and operational services roles.

Generic job descriptions set out typical duties and selection criteria for a role. Departments may not wish to include all of the activities mentioned in a generic job description. They may wish to add equivalent or additional duties. Where a duty is highlighted in a generic job description, this indicates that it is a key requirement of the role, which, if removed, might impact on the grade, if not replaced by an equivalent duty.

Existing job descriptions

Departments may have job descriptions on file, which have previously been graded, on which managers can base a job description and arrive at a proposed grade. The [Reward Team](#) also has a number of job descriptions on file so if one isn't available in the department then the Head of Administration and Finance/HR team can contact the Reward Team to request a job description.

Training

The Reward team offer a half-day [training session](#) about HERA and writing job descriptions, which is suitable for HR staff or for those with HR responsibilities including drafting or advising on job descriptions or advising on the grading or regrading of roles.

Indicative grades

In some exceptional circumstances job descriptions can be submitted to the Reward Team for an indicative grade prior to receiving protocol approval, for example if the new post is designed to fit within a restructuring, departments may consult role analysts in Central Human Resources for advice on the levels of responsibilities and the proposed grade.