

Appendix 1: Career Grades-Application for Approval

CAREER GRADES - APPLICATION FOR APPROVAL

Directorate:	
Service Area:	
Date of Application:	

JUSTIFICATION FOR THE CAREER GRADE – Hard to fill Job(s)

The application for a Career Grade must be fully supported and evidenced by completing the following:-

Detail the justification / rationale for creating this career grade e.g. difficulties with recruitment, national shortage, succession planning
Describe the evidence which support this and attach relevant evidence to this application. For example show at least 3 advertising campaigns, the methods and media used and the responses.
Describe how the career grade will fit into the Service structure
Explain any impact the career grade might have on existing staff and if necessary any action which will mitigate this impact
Detail the specific Qualifications, Skills and or Competencies the career grade is designed to support the employee to acquire and the anticipated timescales involved

JUSTIFICATION FOR THE CAREER GRADE – Transition from Apprentice to Employment

Provide details of the Apprentice(s) / Apprenticeship and explain why the Career Grade is necessary e.g. actual job requirements include additional qualifications or post qualifying experience
Describe how the career grade will fit into the Service structure

Explain the impact creating this career grade for the Apprentice(s) may have on existing staff. If necessary detail actions to mitigate the impact.
Detail the specific Qualifications, Skills and or Competencies the career grade is designed to support the employee to acquire and the anticipated timescales involved

DETAIL THE JOBS(S) TO BE INCLUDED IN THE CAREER GRADE if the job family levels already exist:

Level	Job Title	Role Profile Allocation	PG Number
Entry			
Intermediate			
Final i.e. the job/vacancy			

OUTLINE THE JOB REQUIREMENTS where allocation and corporate consistency checking processes are required:

Level	Job Requirements
Entry	
Intermediate	

Level	Job Title	Role Profile Allocation	PG Number
Final i.e. the job/vacancy			

Assistant Director SIGNATURE

I agree that career grade role(s) is appropriate in this instance and that other avenues have been explored appropriately.

Signature of Assistant Director:	
Date:	

APPROVAL**i. DIRECTOR / DMT representative's SIGNATURE**

I agree that a Career Grade is appropriate in this instance and that other avenues have been explored appropriately.

Signature of Director / on behalf of DMT:	
Date:	
Directorate:	

ii. Notification to PEOPLE MANAGEMENT

Signed: Senior Manager – People Management	
Date:	

ADMINISTRATION

Date AD informed of decision:	
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Note: When a vacancy occurs a new application will need to be made.