

# Professional Services Grading Procedure

## 1. Completing the paperwork

- 1.1. In order to make a re-grade request, the line manager and employee will need to have the following documentation prepared:
  - 1.1.1. An up-to-date Job Description and Person Specification
  - 1.1.2. A Role Review Form (including funding confirmation)
  - 1.1.3. An up-to-date Organisational Chart of the relevant team(s)
- 1.2. The line manager and employee must agree upon the contents of these documents; incomplete or disputed paperwork will not be accepted.
- 1.3. The relevant Head of Department or Service Leader or Research Centre Director will also need to give approval for the re-grade request.
- 1.4. Line managers are advised to seek advice and support from their HR Partner (see Who's Who [\[link\]](#)) when completing the paperwork.

## 2. Submitting the request

- 2.1. The line manager should submit the paperwork outlined in 1.1. to the Hr.Hera inbox. All documents should be sent electronically.
- 2.2. HR will confirm receipt of the paperwork and check that it has been fully completed. Managers will be advised if any core information is missing that may delay the evaluation of the role if not provided. HR will anonymise the paperwork before submitting to the re-grade panel by removing the individual's name.
- 2.3. Re-grade panels meet on a bi-monthly schedule. Managers should check the schedule [here \[link\]](#) when preparing paperwork if they wish to aim for a particular session. Completed paperwork must be received by the submission deadline in order to be considered at the next panel meeting.

## 3. The panel process

- 3.1. A re-grade panel will be chaired by an HR Partner, a School representative and another member of HR - forming a panel of three. All panel members will be externally trained in the use of HERA. Re-grade panels will not consist of members of HR or managers who are linked to the role being evaluated.
- 3.2. All panel members should declare any perceived conflict of interest when the list of roles to review is received, in order for a substitute panel member to be found, where this is appropriate. The Chair will determine whether a conflict of interest requires substitution or can simply be noted and, where the Chair has the potential conflict, the Senior HR Partner, or nominee, will determine whether the Chair should be replaced.
- 3.3. The submission deadline will be three weeks before the panel are scheduled to meet, to allow each panel member time to independently evaluate the role(s) scheduled for the next session.
- 3.4. At the panel meeting, the panel members will discuss any differences in their evaluations, with a view to reaching agreement on a final HERA assessment. The Chair will make the final decision, based on the majority view.
- 3.5. The decision of the panel will be communicated in writing normally within five working days of the panel meeting to the line manager. Where the panel evaluation does not result in a re-grade, constructive feedback will be given to the line manager in writing to the line manager, to share with the employee.
- 3.6. In the event that the panel feel unable to make a decision due to a lack of information or a major point of difference in interpretation, the line manager and the employee will be contacted for further information or clarification.
- 3.7. The panel will consider the new information either virtually or in a meeting – whichever is reasonably practicable – and will endeavour to give a final response within five days of further information being received, subject to the continued availability of panel members.
- 3.8. Where a re-grade request is successful, the effective date of the new grade for the role will be the date of the HERA panel meeting.
- 3.9. Where further information has been requested, as detailed in 3.6, should this lead to a successful re-grade then the effective date of the new grading will also be that of the original HERA panel meeting.

## 4. The 'revise and resubmit' procedure

- 4.1. As detailed in 3.5, where a role has been assessed by the HERA panel but has not subsequently been re-graded, written feedback will be given to the line manager, to share with the employee.
- 4.2. Written feedback will not cover all 14 HERA competencies. The Chair of the panel will formulate an appropriate summary based on the most relevant competencies to the role. The Chair will draw attention to any areas where evidence may have been weaker.
- 4.3. Should the manager and employee believe that there is further information that can be provided, or that the Chair's feedback indicates that there has been a fundamental misunderstanding of the role, the Job Description and Role Review Form can be updated and resubmitted for a second review by a different panel.
- 4.4. The original Job Description and Role Profile should be updated using "track changes", or another editing method to ensure that the second panel can see both the information originally submitted, and the new information or explanation that is being provided.
- 4.5. Line managers and employees have a maximum of two weeks, i.e. 10 working days, from receiving the decision of the HERA panel to submitting revised documents. As with the original submission, the documents should be signed off by both the line manager and the relevant Head of Department or Service Leader. Documents should be sent to the Hr.Hera inbox, HR will acknowledge receipt of the resubmission.
- 4.6. A new HERA panel, with the same constitution as outlined in 3.1 but with new members, plus a trained Trade Union representative, will be formed and will meet no later than three weeks (i.e. 15 working days) from the date that the revised submission is received.
- 4.7. The panel will operate in the same way as outlined in Section 3 of this procedure. The

Chair of the panel will communicate the decision and the second panel's decision is final.

- 4.8. Should the second panel's evaluation lead to a re-grade, the effective date of the re-grade will be the date of the original panel held under Section 3 of this procedure.
- 4.9. Where a post has not been re-graded following its second review, a further submission cannot be made for the 12 month period from the date of the second panel meeting and there will be no further right of appeal.

## Review schedule

Review interval	Next review due by	Next review start
123	00/00/00	00/00/00

## Version history

Version	Date	Approved by	Notes
123	00/00/00	abc	abc
123	00/00/00	abc	abc

## Links

Reference	Link
123	abc
123	abc

## Contacts

Position	Name	Email	Notes
abc	abc	abc@lse.ac.uk	abc

## Communications and Training

Will this document be publicised through Internal Communications?	<b>Yes/ No</b>
Will training needs arise from this policy	<b>Yes/ No</b>
If Yes, please give details	