**Appendix 1  -** Please note all applications need to be submitted online via the following  [**link**](https://forms.office.com/Pages/ResponsePage.aspx?id=hrHjE0bEq0qcbZq5u3aBbPzG0G7AU15IstqkS3aFud9UM1dFMDVNQjA5SldLMlNRVzU2S1BQRTNLOSQlQCN0PWcu) 

**Job Sizing Application Form (November 2023)**

**Details of the post to be sized (All fields to be completed)**

**Section 1: Details of the Job**

|  |  |
| --- | --- |
| **Unit/School/College Area:** |  |
| **Job Title:** |  |
| **Current Grade (if applicable):** |  |
| **Name of Head of Unit/ School/College** |  |
| **Name of UMT Member name** |  |
| **Name of Line Manager** |  |
| **Post Number** |  |
| **Direct Reports**  *Grades that report directly to the postholder, who are supervised by the postholder, etc.*  (If none, enter “none”) | *Give job titles and grades, not the names of postholders* |

**Section 2 – Job Context (As per the Job Description)**

|  |  |  |
| --- | --- | --- |
| **1. Job Purpose** | *The job purpose or summary for a specific job will capture at a high level the nature of the job.*  *Provide a brief overview of the job, its context in the Unit/School/College and the contribution that it makes.*    *Set out any**changes to the job purpose.* | |
| **2. Knowledge, Functional Skills, Experience & Qualifications** | **Requirement –** *It is important to convey the level of knowledge that the job requires,* ***NOT*** *what the existing postholder may have.* | **Essential/ Desirable** |
|  |  |
| **3. Key Objectives** | *The key objectives for each job will be specific to that job and will be agreed by the Line Manager. These are listed, ideally, in order of importance. Most posts will have between 4 to 8 main responsibilities.*    *Describe the important end results the postholder is expected to achieve. Start with the most important. Number each one separately. Please allocate a percentage of time that is allocated to each of these.*    *In addition to the above, highlight the additional responsibilities/ activities.* | |

|  |  |
| --- | --- |
| 4**. Context**  *In this section describe the background and operating environment in which the postholder works*  *This section is split into 3 parts – Key Working Relationships & Contacts, Know How, and Problem Solving* | |
| **4a Key Working Relationships & Contacts** | *The key working relationships and contacts for each role will be specific and will be agreed by the Manager. Outline the important relationships that the post holder must maintain, and the sorts of issues on which that jobholder must communicate within these relationships*. *Note: reference competencies required for the role in this area.* |
| **4b Know How** | *(Include information about the kind of knowledge, skill and experience – however acquired – necessary for standard acceptable performance in the role. The framework for judging Know How includes three dimensions: Practical/Technical Knowledge; Planning, Organising and Integrating knowledge and Communicating & Influencing Skills* |
| **4c Problem Solving** | *(Include information about the thinking required for analysing, evaluating, reasoning, arriving at and drawing conclusions. Break in down* into **Thinking Environment** *which assesses the extent to which thinking is determined by its context and the* ***Thinking Challenge*** *which assesses the complexity of the problems encountered and the extent of original thinking needed to arrive at conclusions).* |

|  |  |
| --- | --- |
| **5. Accountability**  The extent to which the post is answerable for actions and their consequences in relation to Freedom to Act and Nature of Impact | In this section, outline the degree of discretion in choosing a course of action or making judgements which is gauged by freedom to act. Combine this with the degree to which choices and actions are examined or verified, as well as the amount of time that passes before those decisions and acts are likely to have an impact.  If responsible for a budget, include the amount and the approving responsibility. |

**Section 3 –The Role / Structure**

|  |
| --- |
| **Changes to Role:** Where there are changes to the role, please describe overall context and rationale for same, and the level of detail should reflect the degree to which the role has changed. |

**Section 4 - (Attach Job Description and Organisational Chart)**

Please include the following documents with your completed application form:

* A copy of the job description in Word format.
* A hierarchical organisational chart showing the role and its relationship to other roles in the Unit/School/College, including the **grades** for each post contained within (please do not include the names of role holders). If there are other grades that are being considered for job sizing within the unit that may affect the organisation chart, this also needs to be detailed.

**Section 5: Verification**

**I confirm that the rationale and context for the new role/changes to existing role, which have been outlined, supports the Strategic Plan of our Unit/School/College and that the cost implications have been assessed and discussed with the Bursar.**

I also confirm that I have read the Job Sizing Policy and FAQs and confirm that funding is available to cover any costs in the event the role is resized at a higher grade. I also confirm that if an incumbent who has not been in the post for four years is not successful at interview for the post, they will be assigned to an alternative suitable role at their substantive grade.

**HEAD OF UNIT/SCHOOL/COLLEGE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PRINT NAME)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SIGNATURE)                                              (DATE)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(JOB TITLE)

**UMT MEMBER**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PRINT NAME)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SIGNATURE)                                          (DATE)