

When should I use promotion (regrading)?

Where an existing role has developed to meet organisational needs and the size of a job increases, the promotion (regrading) route may be appropriate. Note that an increase in the volume of work will *not* result in a change to the job size – in that case the regrading route is not appropriate.

Instead, the post holder must be able to show that their level, duties and/or accountabilities have changed permanently and sufficiently to warrant the post being regraded at a higher level.

What should I think about before making a promotion (regrading) application?

To help determine if promotion (regrading) is appropriate please consider the following questions:

- Has the post since it was filled, significantly changed? (Y/N)
- Is the post (as detailed at the point of recruitment) still required? (Y/N)
- Are the changes to the duties of the role permanent? (Y/N)
- Are the additional duties/responsibilities formally assigned to the post holder and is the post holder performing these duties to the required standard? (Y/N)

If your answers match all of the bold letters, it is likely that a promotion (regrading) case is required rather than a recruitment exercise. Further guidance can be provided by HR.

If you consider that promotion (regrading) is appropriate, you should also ensure that evidence is available to show:

- the business needs for the changes to the post; and
- the key changes to the role that may merit a higher grade, including an up-to-date job description.

Promotion (regrading) v minor amendment to role

Roles naturally evolve and change, therefore minor changes to existing roles do not need to follow the promotion (regrading) process. Changes to job descriptions should be captured and recorded within the person's HR file.

Promotion (regrading) v new post

The promotion (regrading) route is designed to address situations of job evolution. Where a new post is being created, or an existing post has become vacant and to be filled, the normal route for considering existing staff would be through the normal recruitment process (see recruitment process information [here](#)).

HR should be consulted at an early stage where it is apparent that business changes mean that an individual's existing post may no longer be required, even if a move to a new role is envisaged.

Promotion (regrading) v restructuring

If a team or department is being restructured, it is unlikely that the promotion (regrading) route will be appropriate. Please contact HR for advice on the approach agreed with the University's trade unions.

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