Job Sizing / Job Evaluation (Resizing) Application Form

Section 1: Details of the Job are filled out on the on-line system at the following link; HR Job Evaluation & Sizing Application - Home (sharepoint.com)

Section 2 – Job Context (As per the Job Description)- This form is added as a word attachment to the on-line Application SharePoint site

1.	**Job Purpose – Maximum word count of 500 words**	*For New Posts: 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 Department/Division/Faculty and the contribution that it makes.* *For Existing Posts: In addition to the above detail the changes to the job purpose*
2.	**Key Accountabilities- Maximum word count of 800 words**	*For New Posts: The key accountabilities 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 post holder 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. This should total to 100%.* *For Existing Posts: In addition to the above detail the additional responsibilities / activities.*

3. 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, Job Boundaries, and Working Environment/Special Circumstances)

3a Key Working Relationships & Contacts **Maximum word count of 300 words**	*The key working relationships (description of team structure) and contacts for each role will be specific and will be agreed by theManager. Outline the important relationships that the jobholder 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.*
3b Job Boundaries **Maximum word count of 300 words**	*(Include information about the freedoms available to the job and the constraints within which it operates) Note: reference competencies required for the role in this area.*
3c Working Environment/Special Circumstances **Maximum word count of 300 words**	*This would include reference to any physical, mental or environmental demands of the role.*
3d Dimensions Budget Staff Customer Operational Administrative **Maximum word count of 300 words**	*For New Posts*: In this section outline the scale and areas of impact of the job (*e.g. budget responsible for, impact of decisions, number of staff supervised etc.*) *For Existing Posts:* In addition to the above detail the additional responsibilities / activities.

3e Knowledge, Functional Skills, Experience & Qualifications **Maximum word count of 300 words**	**Requirement –** *Note refer to Functional Competency Framework or Professional Standards for guidance. It is important to convey the level of knowledge that the job requires, NOT what the existing jobholder may have.*	**Essential/ Desirable**
	Knowledge - This relates to the level and breadth of knowledge __required__ to do the job, e.g., an understanding of a defined system, practice, method, or procedure. If there is a particular or specialist knowledge __required,__ for example, of specific IT systems, please detail this here and provide a justification and contextual evidence of why it is a requirement for the job. ***Education / Qualifications*** *Please select the level of education and / or professional qualifications __required__ NOT what existing jobholder may have.* *Leaving Certificate or equivalent* ☐ Higher Education / Professional / Technical qualification/Substantial Experience in the HE Sector ☐ ***Functional/Work-based Skills***	
	This relates to the skills specific to the job, e.g., language fluency, typing skills, etc ***Experience*** *This is the proven record of experience and achievement in a field, profession, or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive)*	

3f Behavioural Competencies
This section relates to the competencies required to do the job effectively, e.g., effective communication skills, ability to plan andorganise, initiative or goal achievement etc. Please refer to the Behavioural Competency Framework for the role/grade.

	Enablers of Success	Level
	Insert a description of the competency – refer to the Behavioural Competency Framework for guidance – can include headline phases and appropriate indicators	
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Section 4 –The Role / Structure- Maximum word count of 700 words

New Role: Please provide the rationale and related restructuring that has taken place or is proposed necessitating the creation of the new role. The organisation chart provided should also demonstrate and support your commentary here.

Changes to Role: Where there are changes to an existing role, as line manager, please describe overall context and rationale for same. The level of detail should reflect the degree to which the role has changed. Please include context within the Team regarding the evolution of the service provided relative to the strategic focus of the University.

In addition, if existing posts are being suppressed, please provide further details below.

Section 5 - Please provide any additional information that might help the Job Sizing Committee in determiningthe appropriate grade for this post. In particular, roles with a technical element may require further clarification in areas such as Work Complexity and Capability.- Maximum word count of 500 words

Section 6 - (Insert Job Descriptions and Organisation Chart)
Please include the following documents with your completed application form:

- A copy of the proposed job description in **word format**, completed in accordance with the University's Job Description – Guideline for Writing and the University's Competency Framework.
- A hierarchical organizational chart showing the proposed new role / existing role and its relationship to other roles in the Faculty/Department/School, including the grades for each post contained within (*please do not include the names of role holders*). If there are changes to other grades this also needs to be detailed.

Section 7: Verification -is per the on-line system at the following link

HR Job Evaluation & Sizing Application - Home (sharepoint.com)