

**AGENDA FOR CHANGE RE- EVALUATION PROCESS- UPDATING CURRENT JOB DESCRIPTION**

Where a post holder and their manager agree that the demands of the post have changed significantly, then a re-match or re-evaluation of the post needs to be carried out. To make a request for re-evaluation or re-match the post holder must submit an amended agreed job description and Re-evaluation/Significant Change Request form providing details of the changed job demands that have led them to believe there is a change in factor levels. Post holders must be advised that the outcome of the re-evaluation or rematch could be to remain in the same band; or go up or down a band. A re-match or re-evaluation should assess the whole job. Just dealing with some of the factors could lead to inconsistencies. If the banding outcome changes as a result of re-evaluation, that change should be backdated to when the post holder and manager agreed the job has changed.

