

Flowchart of the Post Grading Process

1

The Recruitment and Selection Policy states that ‘effective job analysis and design will help ensure the job description and person specification are inclusive, up to date and reflective of the university’s needs’. This should be done before drafting the job description and person specification.

See [guidance on job design](#)



2

Recruiting managers should draft the job description and person specification. See guidelines on [job descriptions](#) and [person specifications](#)



3

HR will consider the job description and person specification and assign the role to the correct grade on the Single Pay Spine. They will notify the manager of the appropriate grade and role profile for the post.



4

The recruiting manager must then complete the other necessary documents for the recruitment process and submit a post authorisation form (PAF) to the staff review group for approval, stating the determined role profile and grade for the post. See further information about the [PAF](#) process.

NB Recruiting managers should allow at least two weeks for the post grading process to be carried out, before post authorisation forms for new or re-graded posts are submitted to the staff review group (SRG). See further information about the [SRG](#).