



Grading Review Assessment Panel (GRAP)

May 2022

Dear Colleagues

The Grading Review Assessment Panel for Professional Services Staff will take place in May 2022.

Information on the Higher Education Role Analysis (HERA) process including GRAP has now been updated on the HR web pages.

Staff in Professional Services roles, whose role has changed significantly from the existing job description, will be able to submit an application for the role to be re-evaluated provided this is fully endorsed by their line manager and PVC/Director. Staff intending to submit an application must read the information provided carefully, as the process has been revised.

Please note, we would not expect to receive applications from post holders in areas of the University that were part of a restructure exercise, where restructures are currently taking place, or where it is known restructures will be taking place within the next 3 months.

Line managers are also asked to ensure they are familiar with the process and requirements so that they are able to support staff who wish to apply.

You are reminded that the information provided by staff and managers must relate to the requirements of the job and not the performance of the individual member of staff.

To apply please use the [GRAP Application Form](#). There is a need to develop the GRAP online application on Horizon in line with the Talent module. Further information will be provided on future developments.

Please click on the following links to access the [HR web pages](#) and the relevant documents.

[HERA and GRAP Guidance](#)
[Guidance for Role Holders](#)
[Job Description Template](#)
[FAQs](#)

Please note that requests for the re-evaluation of existing posts will only be considered where there has been a significant change in duties and responsibilities.

Submissions must include the following:

- GRAP Application Form
- New job description
- Current job description
- Current Organisational Chart

Please note that late or incomplete submissions will not be accepted.

All submissions for the May panel must be submitted to HR, Rewards and Benefits Team, via email to rewardandbenefits@greenwich.ac.uk no later than **5.00 pm Friday 25 March 2022**.

Queries

In the event of queries which cannot be resolved locally, these should be addressed to rewardandbenefits@greenwich.ac.uk