

**HERA – MAINTENANCE PROCEDURE / GRADING REVIEW**

(Form to be used if original HERA form not in electronic format – to be attached to hard copy of original HERA form)

<b>Name :</b>
<b>Department [Division/School] :</b>
<b>Role Title :</b>

**DETAILS OF CHANGES IN DUTIES**

(Please note changes in duties **only**)

<b>Responsible to :</b>
<b>Responsible for :</b>
<b>Role purpose :</b>

<b>Changes to Principal duties or Key objectives</b>
1.
2.
3.

<b>Activities</b>	<b>Changes in role requirements</b>
1 Communication	
2 Teamwork and motivation	
3 Liaison and networking	
4 Service delivery	
5 Decision making	
6 Planning and organising resources	
7 Initiative and problem solving	

8 Analysis and research	
9 Sensory and physical demands	
10 Work environment	
11 Pastoral care and welfare	
12 Team development	
13 Teaching and learning support	
14 Knowledge and experience	

**Role Holder - Please confirm:**

I confirm that the above represents additional requirements of my role.

Signed.....Date .....

**Verifier (line manager/Head of School)**

I confirm that the above represents additional requirements of the role

Signed.....Date.....

Name.....Role Title.....

**When completed please return to your College/SASS HR Office along with a copy of your original HERA role outline form.**