University of Leeds
Promotion Criteria

Promotions for professional and managerial staff on grade 6 to 7 training grade

If you are a professional and managerial member of staff appointed to a training grade 6 and can demonstrate that you are now undertaking the grade 7 role you should use this grade 6-7 light touch process.

A job can be on a training grade when:

- the substantive job description is a grade 7 and;
- the School/Service can employ someone who doesn't currently have the full range of knowledge/skills/experience to do the role with a view to developing them over a period of time.

A Personal Development Plan (PDP) will be put in place and tailored to develop your knowledge/skills/experience over a period of up to 3 years. This will enable you to do the full grade 7 role 'self sufficiently'.

A case for promotion can be made as soon as you are doing the role independently and can demonstrate the criteria below. This is typically after a period of about 3 years.

In these cases you won't need to go through the full promotions process to reach grade 7. This is because the job will already have been agreed as a grade 7 and you will have been recruited against this. You need to demonstrate that you have now developed sufficiently to do the job at the right level for grade 7.

Process

Step 1

After discussion with your Head of School/Service (or nominee) you will need to write a supporting statement. The statement should:

- confirm that you are now doing the grade 7 role independently and working constructively with others outside the team or area and;
- include evidence to demonstrate that you now meet the criteria below.

Step 2

Your Head of School/Service (or nominee) will verify your supporting statement and pass it to the promotions panel for consideration with the agreed grade 7 job description. The promotions panel will be:

- Dean/Head of Service (or nominee)
- 1 School/Service representative
- 1 representative external to the Faculty/Service
- Human Resources Manager (or nominee)

Step 3

The promotions panel will decide if the crtieria have been met and if you are doing the grade 7 role independently.

They may request further information from appropriate sources if they need it to make a decision.

Step 4

The decision will be communicated to you.

Step 5

If you are unsuccessful you will be offered clear feedback and you also have the right to appeal.

Criteria for progression from Professional and Managerial training grade 6 to grade 7

For managerial roles

- Independently leading and directing the work of those they manage and undertaking operational planning to ensure team objectives are met.
- Developing and motivating the team and ensuring SRDS reviews are effectively undertaken.
- Setting and monitoring the service standards for the team or area of responsibility.

- Taking decisions that have an ongoing impact on the area/team or the service provided.
- Supporting decision making and planning processes by undertaking analysis of information and resolving problems where a single best solution is not apparent.

For specialist roles

- Leading and delivering their own service or area of responsibility in line with agreed objectives.
- Providing input to help to shape the objectives of the overall team or area.
- Setting and monitoring the plans and service standards for their own service or area of responsibility.
- Taking decisions that have an ongoing impact on the area/team or the service provided.
- Supporting decision making and planning processes by undertaking analysis of specialist information and resolving problems where a single best solution is not apparent

General notes

After you successfully complete your probation, objectives should be set to continue to progress your personal development plan (PDP). The PDP should be monitored and reviewed.

You and your manager should make sure that you have regular reviews while you are on training grade 6. You can both then address any issues as they arise. This will help you to make sure that you have enough time and support before you reach the end of your PDP.