

Demystifying Regrades & University Contracts

Staff Scientist Network
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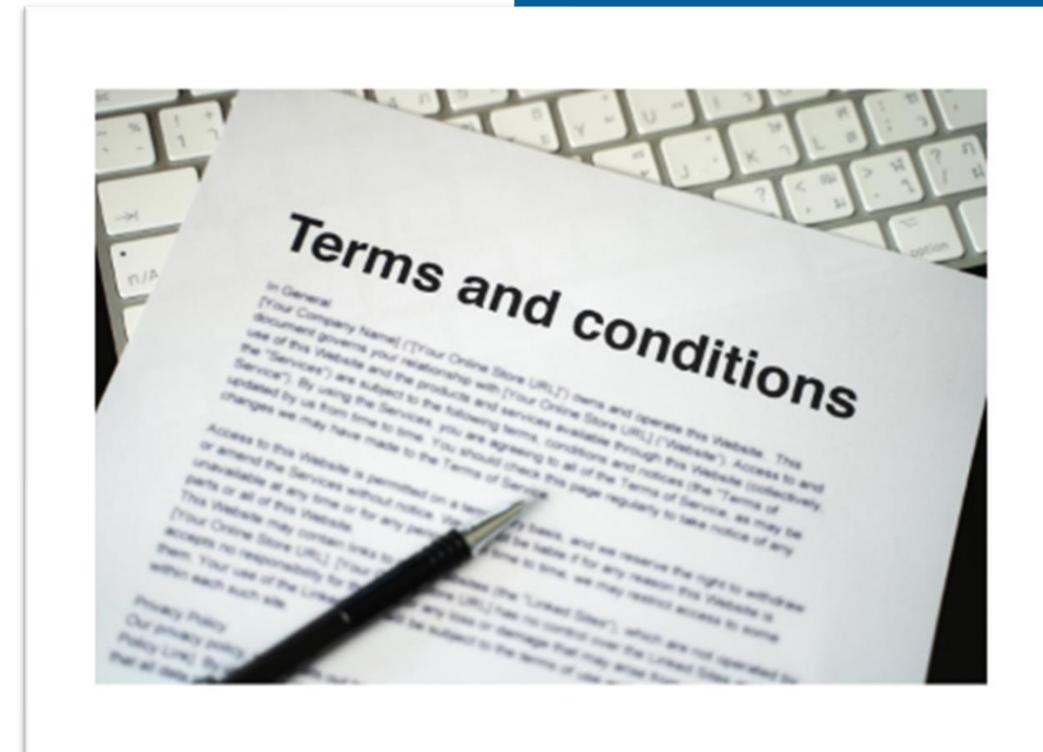
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1. Contract Types

Fixed-term

vs

Open-ended, externally-funded contracts



Fixed-term contracts	Open-ended, externally funded contracts
Clear end date stated on contract	No contract end date, BUT clearly stated that contract depends on external funding
No extension = Redundancy process (see guidance here)	Redundancy in case of lack of external funding or role no further required (see guidance here)
There must be a reason for a fixed-term contract (e.g. limited right to work, maternity cover post, limited external funding etc.)	There must be the expectation that funding available and role required on a long-term basis

Requirements for obtaining an open-ended, externally funded contract

AND

Reasonable prospect that external funding will continue for post
(does not have to be the same funding source!)

Work/role is central to the future plans of department (e.g. research group)

Our Advice:

Speak to your line manager or the Operations Manager in your research group

MSD/ other departments with respective policies

Paediatrics is reviewing adopting a similar approach

Please see the University guidance, linked [here](#)

2. Regrading

Regrading is the process of **submitting the job description to the central rewards team for review.**

The potential outcome is adjusting the contract to reflect the new grade (and pay).





WHAT QUALIFIES AS REGRADING?

The employee has been, and continues to work on **tasks that equate to a different (higher) grade** than their current job;

AND

The department (i.e. line manager/ PI) want them to continue on the higher graded responsibilities, i.e. a **permanent change to the job role.**



WHAT DOES NOT QUALIFY AS REGRADING?

A **temporary change in duties** (e.g. covering maternity leave or a short-term project)

OR

A **future outlook** on tasks to take on (e.g. I will be line managing 3 people, who start next year.)

WHAT DO YOU NEED TO DO FOR A REGRADE?

1. Assess your Job Description (e.g. with your line manager in a PDR)
2. Review whether the gaps are reflecting higher graded responsibilities
3. Read the University guidance and download the relevant docs [here](#)
4. Send the finalised documents to hr@paediatrics.ox.ac.uk
 - Your revised Job Description
 - An org chart of your team/ research group
 - Your regrading form
5. Be patient as it can take up to three weeks to hear back!

ADVICE ON THE UNIVERSITY GRADES

You can review the [University's Generic Job Descriptions](#) as a start

You can read more about each grade [here](#):

Even more detail can be found in the [Category descriptions](#):

Grade	Research	Administrative/Professional	IT/Technical	Operational Services
	Roles are focused on research and may also combine elements of teaching, leadership, and management.	Central and departmental roles in administrative functions, libraries, and museums.	Technical and IT roles in central and academic departments.	Roles concerned with operating and running facilities and providing services.
8	Staff at this grade will have established a research career and have responsibility for their own area of research, or manage a research support facility. Tasks may include: supervising a team of staff; contributing to research	Staff at this grade are experienced individuals with recognised professional competence, and are knowledgeable in their own field. Tasks may include: managing the operation of a facility/team of staff; ensuring that agreed policies and	Staff at this grade are experienced individuals with recognised professional ability, and are knowledgeable in their own field. Tasks may include: dealing	Staff at this grade manage an operational function. Tasks may include: managing the operation of a significant service with a team of staff; business and resource planning; identifying additional service requirements

SOME FINAL NOTES ON THE ADMIN OF REGRADES

1. Your contract will be **dated to the 1st of the month** when you submitted your application to HR
2. Your line manager can request a backdate on the payment should you have worked on the higher graded post longer (**maximum backdating period is 12 months**)
3. You only get an **increment** if you have been in the regraded post for three months at the increment date – backdating or no backdating (i.e. for grades 6+: increment month = October, hence, new contract must have started by 1 July)
4. If you are **unsuccessful**, you can appeal the decision. Application for another regrade can be made **one year** after you received the outcome of the first regrade.

SUGGESTIONS ON HOW TO PREPARE A COMPELLING REGRADE APPLICATION



Read the guidance notes

Apply the STAR methodology

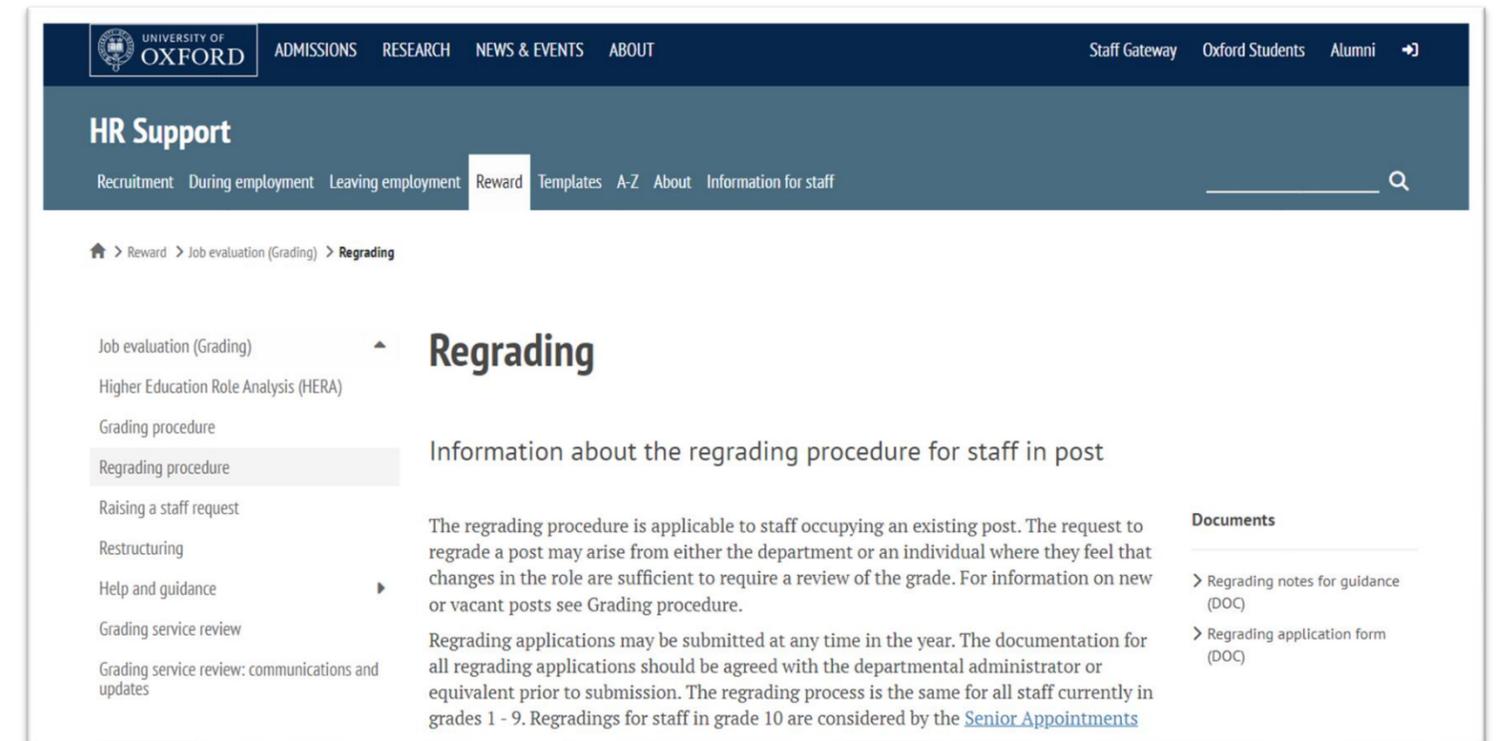
Incorporate language from category descriptors

Quality not quantity!

Seek feedback

1. Read the guidance notes

- HERA has fourteen factors or “elements” which reflect the key competencies and skills in higher education. The role analysts will evaluate your role based on the completed application form and supporting documents against predefined HERA response statements under the [14 elements](#).
- Note: not all the HERA elements will be relevant to every role. It is not necessary to include a comment or example against each element. Focus on the main changes in your duties.



The screenshot shows the University of Oxford HR Support website. The top navigation bar includes the University of Oxford logo, links for ADMISSIONS, RESEARCH, NEWS & EVENTS, and ABOUT, along with links for Staff Gateway, Oxford Students, and Alumni. The main header is "HR Support" with sub-links for Recruitment, During employment, Leaving employment, Reward, Templates, A-Z, About, and Information for staff. The breadcrumb trail is: Home > Reward > Job evaluation (Grading) > Regrading. The left sidebar menu includes: Job evaluation (Grading), Higher Education Role Analysis (HERA), Grading procedure, Regrading procedure (highlighted), Raising a staff request, Restructuring, Help and guidance, Grading service review, and Grading service review: communications and updates. The main content area is titled "Regrading" and contains the following text: "Information about the regrading procedure for staff in post. The regrading procedure is applicable to staff occupying an existing post. The request to regrade a post may arise from either the department or an individual where they feel that changes in the role are sufficient to require a review of the grade. For information on new or vacant posts see Grading procedure. Regrading applications may be submitted at any time in the year. The documentation for all regrading applications should be agreed with the departmental administrator or equivalent prior to submission. The regrading process is the same for all staff currently in grades 1 - 9. Regradings for staff in grade 10 are considered by the [Senior Appointments](#)". On the right side, there is a "Documents" section with two links: "Regrading notes for guidance (DOC)" and "Regrading application form (DOC)".

2. Apply the **STAR** methodology

- **Situation:** Assist with the recruitment of new senior academic staff.
- **Task:** Which required me to devise and draft supporting business cases for the creation of two RSIV posts, including a narrative summary, for consideration by the Senior Appointments Panel.
- **Achieved:** I liaised with the HoD, Assistant Registrar and Head of Reward in order to gather together the relevant information needed to put forward a well-evidenced and compelling academic/business case.
- **Result:** As a result, all of the submitted requests were approved thereby successfully enabling the Department to establish a research focus in both neurodevelopmental genetics and respiratory infectious diseases.

3. Incorporate language from category descriptors (some examples below)

- *contributing to research proposals and writing bids for research grants;*
- *undertaking collaborative projects with researchers in other institutions;*
- *monitoring research budgets;*
- *ensuring that agreed policies and business plans are implemented;*
- *providing expert advice and making recommendations through briefings;*

4. Quality not quantity!

5. Seek feedback

**Thank you very much
for your attention**

Any questions?

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Please share
your
feedback
and help us
to improve.
Thank you!

A dark blue vertical banner containing the following information from top to bottom: the 'dsp DEPARTMENT OF PAEDIATRICS' logo; the text 'Join at: vevox.app'; the text 'ID: 185-426-185'; and a square QR code.