Describing a Role Process

A role changes and Job Description requires review

Is it a significant change? — **NO** → Slight or no amends made to JD (regrading not required)

YES

New role is created

Is the role a single status role? — **NO** → Does an appropriate JD already exist? — **NO** → Does a similar JD already exist? — **YES** → The similar JD can be used or amended to create an appropriate JD for the role

YES (from Does a similar JD already exist) → The similar JD can be used or amended to create an appropriate JD for the role

NO (from Does a similar JD already exist) ↓

The general JD template should be used and a new JD created from this

Is the position a streamlined role? — **YES** → An appropriate streamlined Job Description (JD) is selected and

Is the position a streamlined role? — **NO** → The general JD template should be used and a new JD created from this

All new positions should be graded unless an existing graded job description is used unchanged