**Appendix 1  -** Please note all applications need to be submitted online via the following  [**link**](https://forms.office.com/Pages/ResponsePage.aspx?id=hrHjE0bEq0qcbZq5u3aBbPzG0G7AU15IstqkS3aFud9UM1dFMDVNQjA5SldLMlNRVzU2S1BQRTNLOSQlQCN0PWcu) 

**Job Sizing Application Form (July 2025)**

**Section 1 – Job Context (As per the Job Description)**

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| --- | --- | --- |
| **1. Job Purpose** | *Provide a high level summary of the purpose of this job and its context in the Unit/School/College and the contribution that it makes including specific end results/outcomes the postholder is expected to achieve.*  *Max 150 words* | |
| **2. Changes to Role** | *Set out any**changes to the job purpose* ***since originally graded****. Describe the overall context and rationale for the changes.*  *Max 250 words* | |
| 3. **Requirements** | | |
| **3.1 Knowledge Requirements** | *It is important to convey the level of knowledge that the job requires,* ***NOT*** *what the existing postholder may have.*  *Please list in bullet point format, in order of importance* | **Essential/ Desirable** |
| **3.2 Functional Skills Requirements** | *It is important to convey the level of functional skills that the job requires,* ***NOT*** *what the existing postholder may have.*  *Please list in bullet point format, in order of importance* | **Essential/ Desirable** |
| **3.3 Experience Requirements** | *It is important to convey the level of experience that the job requires,* ***NOT*** *what the existing postholder may have.*  *Please list in bullet point format, in order of importance* | **Essential/ Desirable** |
| **3.4 Qualifications**  **Requirements** | *It is important to convey the level of qualifications that the job requires,* ***NOT*** *what the existing postholder may have.*  *Please list in bullet point format, in order of importance* | **Essential/ Desirable** |
| **4. Responsibilities and objectives** | *Outline the main responsibilities of the role and allocate an approximate percentage of time to each. (Suggesting 4-8)*  *Please list in bullet point format, in order of importance*  *Identify any additional minor responsibilities/activities.*  *Please list in bullet point format, in order of importance* | |
| **Section 2: Context**  *In this section describe the background and operating environment in which the postholder works*  *This section is split into 4 parts – Key Working Relationships & Contacts, Know How, Problem Solving and Accountability* | | |
| **5.1 Key Working Relationships & Contacts** | *Outline the nature of important relationships that the post holder must maintain, and the types of issues on which that jobholder must communicate within these relationships*. | |
| *Max 250 words* | | |
| **5.2 Know How** | *Outline the kind of knowledge, skill and experience – however acquired – necessary for the role. The framework for judging ‘Know How’ includes three dimensions: 1) Practical/Technical Knowledge; 2) Planning, Organising and Integrating knowledge and 3) Communicating & Influencing Skills* | |
| *Max 250 words* | | |
| **5.3 Problem Solving** | *Outline the nature of thinking required and the extent to which the post holder has responsibility for analysing, evaluating, reasoning, arriving at and drawing conclusions. Identify the the extent to which thinking is determined by its context and the complexity of the problems encountered and the extent of original thinking needed to arrive at conclusions.* | |
| *Max 250 words* | | |
| **5.4 Accountability** | *Outline the extent to which the post holder is answerable for actions and their consequences and the degree of discretion in choosing a course of action or making judgements. If responsible for a significant budget, include the amount and the approving responsibility.* | |
| *Max 250 words* | | |