**EDINBURGH NAPIER UNIVERSITY**

**Professional Services Regrading**

Changes to Professional Services roles, including changes to grading, should normally be part of an intentional and planned process related to business need.  You can, however, apply to have your role re-graded if you believe the role has changed significantly and that the activities you are now undertaking mean you are operating consistently at a higher grade.  An application should have the support of your line manager, Director of Service and the relevant ULT member.

Consideration will be given to the job evaluation scoring, business need and equality/equity impacts when reaching an outcome.

Please contact a member of the HR team at [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk) who will be able to give you help and advice.