

Changed Job – Request for Job Evaluation

Please note if this cover sheet is not completed and signed off by the relevant signatories as detailed below it will be returned prior to processing.

NAME(s): _____

JOB TITLE: Divisional Estates Manager (Operations) - _____

CURRENT BAND OF POST: Band 8B _____

Effective Date: 1st April 2018 _____

It is agreed that signalling a request for re- banding is not, in itself, sufficient to warrant any backdating of arrears to the date on which that first request was made. The effective date for backdating requires an **evidence trail of when the job changed** including the date of change as agreed by both the member of staff and the manager in progressing the request.

This job description and associated documents (i.e. organisational chart, effort factors questionnaire etc.) is an accurate reflection of the duties undertaken and responsibilities held by the above post holder.

SIGNATURES:

Post holders

Date: 7th August 2024

Manager (As determined by relevant senior manager)

Date 7th August 2024

Co-Director

Date 08.08.2024

Where there is more than one post holder please complete the table below.

Additional Post holder(s)	Signature	Staff Number

Please return this form and associated paperwork to:
paymodernisation@belfasttrust.hscni.net