

How to request an update, review or evaluation of roles



<h2>Update and/or Review</h2> <p>You require an existing evaluated role description to be updated and/or review. You do not wish to change the intent of the approved role</p>	<h2>Evaluation</h2> <p>You are creating a new role or changing the intent or focus of an existing role. This includes position reclassifications.</p>
<p>Role descriptions are available on the department's website accessible via the link Role description</p>	
<p>Documentation required:</p> <ul style="list-style-type: none"> Existing Role description (including JEMS number and job evaluation scores). Supervisor's role description (including JEMS number and job evaluation scores). Establishment Action Form (EAF) <p>OPTIONAL:</p> <ul style="list-style-type: none"> If the request relates to advertising/filling a vacancy, an approved Recruitment Action Form (RAF) should also be provided. <p>Where possible, priority will be given to processing such requests.</p>	<p>Documentation required:</p> <ul style="list-style-type: none"> Proposed draft Role description Establishment approval – Establishment Action Form (EAF), signed by delegate or other proof of delegate approval such as a business case, detailed email or brief (inclusive of TRIM Number). Job Analysis Questionnaire (JAQ) The supervisor's role description (including JEMS number and job evaluation scores). Organisational structure or other supporting information. <p>OPTIONAL:</p> <ul style="list-style-type: none"> If the request relates to advertising/filling a vacancy, an approved Recruitment Action Form (RAF) should also be provided. <p>Where possible, priority will be given to processing such requests.</p>
<p style="text-align: center;">Email: roledescriptions.humanres@dete.qld.gov.au OR TRIM to location: "Pending Location Role Descriptions"</p>	
<p>The workforce Recruitment and Employment job evaluation team will acknowledge your request quoting the JEMS number for you reference.</p>	
<p>The consultant will discuss any updates to the existing role. The role description is updated to align with departmental requirements.</p>	<p>The consultant will discuss the requirements of the role and develop a role description if required for client consideration.</p>
<p>If a review is required, the consultant will verify that the role description aligns with departmental requirements and is approved.</p>	<p>Following client confirmation of any suggested changes, the evaluation process will progress.</p>
<p>If it is considered that the updates change the intent or focus of the role, the role description may require a full evaluation. The consultant will discuss further.</p>	<p>Role descriptions and evaluation outcome requires the approval of the Director, Workforce Recruitment and Employment.</p> <p>Evaluation outcome and role description are then provided to client.</p>
<p>If you include a RAF with your job evaluation process request, the RAF and approved role description will be forwarded to the Advertising Team.</p>	
<p>Please Note: If the request has budget implications, job evaluation processing will commence following approval as per the Establishment Management Framework.</p>	