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| **UNIVERSITY COLLEGE DUBLIN** |  |
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| **UCD HR Job Grading and Evaluation****Authorisation Form for HAY Evaluation** |  |

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| ***When submitting this form the following documentation should be submitted in support:**** ***Detailed Job Description***
* ***Organisational Chart (clearly identifying the proposed post)***
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| **Proposed Post:** |  |  |
| **Proposed Grade:** |  |  |
| **School/Unit:** |  |  |
| **Proposed By:** |  |  |

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| **Please provide a brief summary of the post:** |

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| **Organisation Rationale/Impact of the new role:** *Your HRP will be able to provide advice/guidance in this area.* |  |
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| **College & University level organisational implications:** |  |
| *Please detail what consultations have taken place with relevant organisations in Central Services who might be impacted by this role. The document must also be signed by the Central Services Head of Unit or Vice President to confirm there is agreement by relevant organisations for this post.*  |  |
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| **Budget:**  | *Please provide details of the budget to be managed by the Post holder.* |  |
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| **Approvals** |  |
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| **Proposer Name:** |  | **Signature:** |  | **Date:** |  |  |
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| **Head of School/ Unit:** |  | **Signature:** |  | **Date:** |  |  |
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| **College Principal/ Vice President:** |  | **Signature:** |  | **Date:** |  |  |
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| ***Following consultation with the Proposer of this role, it is agreed that this post may proceed as no other role will be impacted within a Central Services unit by the creation of this role.*** |  |
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