

### Framework for managing transition to A and C Job Families

When an A&C vacancy occurs the following process should be applied:

1. When a vacancy arises a local assessment should be made regarding the type of post required based on the revised divisional admin structures and using the Job Families and generic Job Descriptions.
2. Consideration will also be given to converting the post into an apprenticeship post in line with the Trust apprenticeship program.
3. When submitting an EVAS for a replacement A&C post, line managers should consider their service requirements. A rationale is required to explain the decision to replace the role on a like for like basis or to an alternative band.
4. Once the role is determined the appropriate job description from the Job Family will need to be identified and applied.
5. The EVAS Panel will scrutinise the EVAS form especially the rationale provided regarding the level of post required and any consideration made regarding converting the post to an apprenticeship role before final approval is provided.
6. Once the post has been approved, the Recruitment Department will use the agreed generic job description which will be sent out with the advertisement. These documents are in PDF format so no changes can be made other than through the Project Team.
7. Quarterly Reviews will take place with the Project Team and the Recruitment Manager to ensure consistency of application is being applied.