

## When do we use HERA?

We use HERA to evaluate the work required within a role, to ensure our commitment to pay equivalent salary for equivalent work. Now that we have our substantive roles evaluated, the reliance on HERA reduces, and is only required in the following circumstances:

### a) Recruitment

In the event that you are 'tweaking' a role that has become vacant ahead of advertising you may want to check that you have not made changes that have an impact on the grade. Also if you are recruiting to a role that is similar to another role in the University, you need to check if the tasks you require the incoming role holder to undertake match the role.

These processes are referred to as **Benchmarking**. For a role to be benchmarked, a recruiting manager should speak to their HR Business Partner in the first instance – as they will be able to guide if the generic / existing post description matches the intended tasks of the role being recruited to.

In the event that the role does require to be 'Benchmarked' – your Business Partner will require you to complete the **HERA Role Post Description ONLY** form, with the **role description** that you are benchmarking against. These need to be forwarded to the [job.evaluation@brunel.ac.uk](mailto:job.evaluation@brunel.ac.uk) inbox, and these are reviewed in the Reward Team. We undertake to benchmark roles and provide feedback to the Business Partner within 5 working days.

### b) Re-Grading Roles

Where a line manager, or individual role holder, has identified that a role may have altered substantially, an application can be made for the role to be re-graded. The process relating to this is fully detailed in the **HERA Regrade Policy**. You are encouraged to talk through any possible regrade submissions with your Business Partner, as there may be implications on other roles within the department.

There are particular time frames during which regrade applications can be submitted. On submitting the Regrade application, please ensure to include the required papers as outlined in the policy

### c) Re-organisation & Change of structures

In the circumstances of re-organisation, your Business Partner will include time during which any roles that are impacted can be evaluated. The panel will require the approved Business Case

