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| **Service Area** |  | **Post Number** |  |
| **Post Title** |  | **Grade and SCP Range** | Grade: |  |
| Scp: |  |

CAREER GRADE SCHEME

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| --- | --- | --- | --- | --- |
| Level 1 – Initial Appointment and induction | Grade: |  | Scp: |  |
| Level 2 – Criteria to be met before progression to: | Grade: |  | Scp: |  |
| **Competency** | Criteria Ref: | **Heading** | **Behaviours** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| **Knowledge and Formal Training** | 7 |  |  |
| 8 |  |  |
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| **Tasks and Skills** | Criteria Ref: | **Item** | **Performance** |
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| There is an on-going need for staff to operate at the higher level |

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| Level 3 – Criteria to be met before progression to  | Grade: |  | Scp: |  |
| Continues to meet all previous criteria plus those set out below |
| **Competency** | Criteria ref: | **Heading** | **Behaviours**  |
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| **Knowledge and Formal Training** | Criteria Ref: | **Item** | **Performance** |
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| **Tasks and Skills** | Criteria Ref: | **Item** | **Performance** |
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| **Repeat the above boxes if more levels are required** |

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| It is important that the contents of this Career Grade Scheme remain relevant to the current and future needs of the Council. They are therefore subject to annual management review and amendment. |
|

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| --- | --- | --- | --- | --- | --- |
| **Line Manager****Print Name** |  | **Date:** |  | **Date** |  |
| **Line Manager****Signature** |  |
| **Assistant Director****Print Name** |  | **Date:** |  | **Date** |  |
| **Assistant Director****Signature** |  |

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| --- |
| **Please use E-Signature or written signature on this form for audit purposes** |