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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. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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** |