

HR Service

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Ref: 203220
Date: 02/08/2022

Mr Andrew Cooper
76 Brockholes Lane
HOLMFIRTH
HD9 7EB

Dear Mr Cooper

JOB DESCRIPTION CHANGE

As previously outlined and mentioned at the most recent MER 536, the Trade Unions have agreed to management's proposal that we to slot members of staff to refreshed job descriptions, where there have not been substantial changes. There are no significant changes to duties or responsibilities.

As you are in a post that has a refreshed job description, we will be slotting you into the post of Assistant Policy Officer from 01/07/2022. Please find attached a copy of your revised job description, a copy of which will be placed on your file. Your previous job description will not now be applicable.

If you have any queries please do not hesitate to contact your manager or the HR Service.

Yours sincerely

HR Service

Acceptance Form

I accept the temporary to permanent offer detailed below:

Name: Mr Andrew Cooper
Employee Number: 203220
Job Title: Assistant Policy Officer
Service/School: Democratic Services
Post Reference: SCC6511703

Signed _____ Date _____

Please return this acceptance and any other documents we have requested without delay to HR Service, PO Box 4781, Sheffield S1 9EA