## **HR Service**

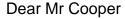
PO Box 4781, Sheffield, S1 9EA

Tel: 0114 2734299 Fax: 0114 2736115

E-Mail: payroll@sheffield.gov.uk Website: www.sheffield.gov.uk

Ref: 203220 Date: 02/08/2022

Mr Andrew Cooper 76 Brockholes Lane HOLMFIRTH HD9 7EB



## **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 of	fer detailed below:
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Name: Mr Andrew Cooper

Employee Number: 203220

Assistant Policy Officer Job Title: Service/School: Democratic Services
Post Reference: SCC6511703

Signed	Date
Olgrica	Date

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