

Callum Price
Junior Software Developer
Employer HR file

Date:14 July 2026
Our Reference:RCR/93E44AAA
Document Type:HR record

Role Change Record

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CASE SUMMARY

This document summarises the approved changes to the role and responsibilities of Callum Price, currently employed as a Junior Software Developer at HRHeaven QA Sample Employer. The role adjustment involves a shift in primary duties from feature development towards platform maintenance and support functions. The change is scheduled to take effect from 15 November 2025 following consultation with the employee and relevant stakeholders.

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BACKGROUND

Callum Price has been fulfilling the role of Junior Software Developer, with duties mainly centred on feature development.

Strategic business needs identified by HRHeaven QA Sample Employer have prompted a review of Callum's role to better align with operational priorities.

Following internal assessments, it was deemed necessary to rebalance Callum's workload to address increased demands in platform maintenance, booking-system integration and on-call support for hospitality staff during opening hours.

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HR RECORD DETAILS

Employee

Callum Price

Role

Junior Software Developer

Case type

Update Job Role / Responsibilities

Reference

HRA-93E44AAA

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KEY DATES

Completed

14 July 2026

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3. INFORMATION CONSIDERED

Summary of the proposed role change: The role will shift focus from primarily feature development to platform maintenance, booking-system integration and providing first-line on-call support during opening hours for hospitality staff.

The revised role will include a reduced allocation of feature development tasks alongside increased responsibilities in documentation and training duties to support team knowledge transfer and operational continuity.

A consultation meeting has been held to discuss these changes with Callum Price to ensure understanding and to gain feedback prior to finalising the role update.

The implementation is to be managed by Zara Patel, IT lead, with oversight from Graham Ellis to ensure practical coordination and adherence to company standards and timelines.

No additional evidence documents were made available for review; it is recommended the employer verify all relevant supporting records prior to finalising documentation.

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4. DECISION

It has been decided to proceed with the role change as outlined, with an intended effective date of 15 November 2025.

The adjusted responsibilities will be introduced as planned, focussing on platform maintenance, booking-system integration and on-call support duties, with reduced emphasis on feature development.

Implementation ownership lies with Zara Patel, IT lead, with Graham Ellis providing oversight, to ensure a smooth transition and maintain operational stability throughout the change process.

5. REASONS

Operational priorities within the company have shifted to necessitate stronger support for platform stability and responsiveness, particularly in integration with the hospitality booking system and ongoing user support.

Callum's current skill set and position offer a suitable fit to address these priorities through the role adjustments.

The change redistributes workload to better meet business needs while maintaining valuable contributions in development, documentation and training.

This strategic realignment supports the company's objectives to enhance system reliability and customer service responsiveness in a dynamic work environment.

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6. FOLLOW-UP ACTIONS

Confirm that the role change summary accurately reflects the agreed facts and any employee feedback obtained during consultation.

Ensure the role change is communicated effectively to Callum Price and relevant teams, clarifying expectations and new responsibilities.

Zara Patel and Graham Ellis to oversee the practical implementation steps and address any transitional support needs.

Schedule a review following the effective date to assess the transition and address any arising issues.

Complete any outstanding required questions concerning the rationale for the role change, the employee's confirmation, and communication methods prior to closing the record.

File the final version of this Role Change Record in Callum Price's personnel file for future reference.

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Role Change Record

7. AUDIT INFORMATION

Role Change action reference: HRA-93E44AAA.

Document preparation and review date: 14 July 2026.

Role Change effective date: 15 November 2025 (overdue reminder noted).

Implementation owners: Zara Patel (IT lead), overseeing Graham Ellis.

Consultation status: Held prior to finalisation.

No additional evidence reviewed at this stage; employer advised to verify all source documents before further use or issue.

Recommended next steps and process checks reviewed and included to support compliance and accuracy.