3 Changing Post Title

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select Posts and search for the required Post
4. Select Post details

Amend the Post title in the first field of the form

5. Click the Save button
3.1 Changing Position Title

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date.
3. Select People and search for the person whose position title is being changed.
4. Choose Employment, positions.
   ![Employment]
   - Positions
   - Contracts
   - Team membership
   - Leaver information
   - Removable service
   - Other
5. Select Position details.

![Position details]

- **Job title**: Chief Clerk (Divisional Administrator)
- **Start date**: 11/11/1911
- **Position reference**: 40824
- **Probationary period**
- **Location**
- **Occu pant**: Mrs Patricia A Bentley
- **Reporting unit**: Department of Engineering
- **Reports to**: Head of Department Professor Keith Glover (01/01/1990 - )
- **Expected position end date**
- **Expected position end reason**
- **Structure group 1**: School of Technology
- **Structure group 2**
- **Position status**

6. Amend the job title in the first field of the form (note that you can type more characters than the display allows you to view).
7. Click the **Save** button.