# REQUEST TO RECRUIT FORM

**Instruction on completing form**

***If post is Core funded:***

**Section A and C - completed by the recruiting manager.**

**Section B - completed by Finance.**

**Section D - completed by the Head of School/Directorate and Senior Vice-Principal/University Secretary**

***If the post is externally funded***

**Section A -completed by the recruiting manager, PI or budget holder.**

**Section B - completed by Research Finance for research grants (or Finance for other externally funded posts)**

**Research Finance should complete Section D and pass to Head of HR for approval copying in the relevant HR Adviser.**

***\*If the post is to be funded by Development Trust, Discretionary or Core Funds please forward to the relevant HR Adviser ahead of sending for approval.***

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| **Section A: To be completed by the recruiting manager/PI/budget holder:** | |
| **Line Manager and PI (if applicable):** | *Please ensure you identify a line manager* |
| **Location (Building/Floor):** |  |
| **Directorate/School:** |  |
| **Section/Department/**  **Institute:** |  |
| **Job Title:** |  |
| **Grade/FTE** |  |
| **New Post/Replacement/ Named on Grant:** | *If replacement please specify who this is replacing* |
| **Number of Vacancies/Posts to be Advertised:** |  |

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| **Section B: To be completed by Finance or Research Finance as applicable:** | | | | | | | | | | | | |
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| **Costing (TO BE COMPLETED FOR ALL POSTS INCLUDING EXTERNALLY FUNDED POSTS BY FINANCE AND/OR RFS):** | | | | | | | | | | | | |
| **Post Details** | **Grade & Spinal Point** | | | **FTE** | | | **Relevant Dates** | | **Current Financial Year** | | | **Recurrent** |
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| **Additional Reduced Costs Compared with Budget:** |  | | |  | | |  | |  | | |  |
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| **Costing (for Externally funded posts only): Research Finance to complete** | | | | | | | | | | | | |
| **Earliest Start Date:** | |  | | | | **End Date:** | | | |  | | |
| **Latest Start Date:** | |  | | | | **Duration:** | | | |  | | |
| **FTE of Post:** | |  | | | | **Hours per Week:** | | | |  | | |
| **Weeks per Year** | | | |  | | |
| **Grade and Maximum Spinal Point:** | | *Note salary if off scale* | | | | | | | | | | |
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| **To be completed for all posts:** | | | | | | | | | | | | |
| **Funding Body:** | | | *If funded externally please state who the funder is. State ‘Core Funds’ if funded by the University* | | | | | | | | | |
| **Project Title (RFS only):** | | |  | | | | | | | | | |
| **Full Ledger Code(s) and Split:** | | | **Account** | | **Cost Centre** | | | **Sub-Project** | | | **Charge %** | |
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| **Recruitment/Relocation Code/Other (Please Specify):** | | |  | | **MFD Charge Code** | | |  | | | | |
| **Cost of Appointment:** | | |  | | | | | | | | | |
| **Other Grant Conditions:** | | | *e.g. Shortened probation period (exceptional Academic cases), additional confidentiality agreement, ‘post must end by…’, funder must approve appointment etc.* | | | | | | | | | |
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| **Section C - Business Case: To be completed by the recruiting manager/PI for core funded or partially funded posts:** | |
| **Latest Date Post is Required by:** |  |
| **What is the reason for the post and what financial impact will it have on the University?**   * *Are there overwhelming academic or operational imperatives to fill the post, and if so, what are these?* * *Are there safety or reputational risks to the University if the post is not filled, and if so, what are these?* * *Are there legal requirements to fill this post, and if so, what are these?* * *Is filling the post highly desirable for other reasons, and if so, what are the reasons?* | |
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| **Can the essential duties and responsibilities of this post be distributed on a temporary basis to other members of staff?**  *If* ***NO****, please provided detailed reasons below.*  *If* ***YES****, please indicate how this would be done.* | |
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| **What are the risks in not filling this post?**  *Please comment on risks to income generation and service provision. You should include here any relevant information to address the following:*   * *Would demonstrable financial loss to the University result if the post were not filled, and if, can details be provided?* * *Does the post form part of a restructuring proposal which has demonstrated that its filling is necessary to produce overall savings or to increase income significantly, and if so, can details be provided?* | |
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| **Please detail any additional statements in support of this proposal**  *Please note any differences to the original contractual position* | |
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| **Section D: Authorisation** | |
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| **AUTHORISATION BY FINANCE/Research Finance** | |
| **Name:**  **Signed:**  **Date:** | |
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| **AUTHORISATION BY HEAD OF SCHOOL/DIRECTORATE** | |
| **Name:**  **Signed:**  **Date:** | * Request Approved * Request Declined * Further Information required:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Internal Advert * External Advert |
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| **AUTHORISATION BY SENIOR VICE PRINCIPAL OR UNIVERSITY SECRETARY**  *For replacement grades 1-4 only Director’s authorisation is required* | |
| **Name:**  **Signed:**  **Date:** | |

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| **Section E: To be completed by HR Adviser after approval:** | | |
| **Type of Post:**  *Delete as Appropriate* | Academic Track  Teaching Only **OR** Teaching and Research **OR** Research Only  else  Technical **OR** Professional Services | |
| **Employee Checks/**  **Registrations Required:**  *Delete as Appropriate* | GMC / GDC / GTC / PVG  *Attach copies of any existing registrations* | |
| **Structure Unit/Cost Centre:** | (Where the posts sits at the lowest level of the hierarchy) | |
| **HESA Level** |  | |
| **Occupancy Type (if known):** |  | |
| **Continuous Service Date:**  *Where Applicable* |  | |
| **Eligibility for Pension Information:** | UASLAS | USS |
| **Please ensure the following documents are attached:** | * Job description   Only Include if part of a direct appointment.   * Passport/Visa (or other form of proof of right to work) * CV * Copy of GTC/GMC/GDC registration   Copy of GTC/GMC/GDC registration | |