# 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.***

|  |
| --- |
| **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:** |  |

|  |
| --- |
| **Section B: To be completed by Finance or Research Finance as applicable:** |
|  |
| **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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Additional Reduced Costs Compared with Budget:** |  |  |  |  |  |
|  |
| **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* |
|  |
| **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 %** |
|  |  |  |  |
|  |  |  |  |
| **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.* |
|  |  |

|  |
| --- |
| **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?*
 |
|  |
| **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.* |
|  |
| **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?*
 |
|  |
| **Please detail any additional statements in support of this proposal***Please note any differences to the original contractual position* |
|  |

|  |
| --- |
| **Section D: Authorisation** |
|  |
| **AUTHORISATION BY FINANCE/Research Finance** |
| **Name:****Signed:****Date:** |
|  |
| **AUTHORISATION BY HEAD OF SCHOOL/DIRECTORATE** |
| **Name:****Signed:****Date:** | * Request Approved
* Request Declined
* Further Information required:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Internal Advert
* External Advert
 |
|  |
| **AUTHORISATION BY SENIOR VICE PRINCIPAL OR UNIVERSITY SECRETARY***For replacement grades 1-4 only Director’s authorisation is required* |
| **Name:****Signed:****Date:** |

|  |
| --- |
| **Section E: To be completed by HR Adviser after approval:** |
| **Type of Post:***Delete as Appropriate* | Academic TrackTeaching Only **OR** Teaching and Research **OR** Research Only elseTechnical **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 |