Ref No: _____

STAFF RECRUITMENT/EXTENSION AUTHORISATION FORM

School/Department	Division

Post Details

Is the post specified in budget?	Yes/No		
Title of post			
Grade of post			
Salary range for grade (do not include contribution points)	Min	Max	
Proportion of week worked (0% – 100%) (e.g. hours worked / normal hours for role)			
No: weeks per year to be worked (inclusive of annual holiday entitlements)			
Duration of appointment/extension	From	To	
If approved, what are you being authorised to do?			tick
	Recruit to an existing permanent post?		
	Recruit to a new permanent post?		
	Recruit to an existing fixed term contract?		
	Recruit to a new fixed term contract?		
	Extend a fixed term contract?		
Current/previous postholder (where applicable)			
Expiry date of current contract (where applicable)			
Annual increments to be payable on			tick
	1 April (normal)		
	Anniversary of appointment (research staff only)		
	No increment to be paid (KTP Associates only)		
Reason for using fixed term contract	Cover for staff absence		
	Career development opportunity		
	Project has little prospect of being extended		

Funding Details

If limited duration funds please specify:	
Funding body	
Date funds effective from:	
Date funds effective to:	

Costs

Maximum Relocation costs	
Estimated Recruitment costs	
Estimated Agency/Search costs	
Estimated start up /set up costs	

Account Codes

	Account Code					Job Code				
Code for Salary										
Code for Advertising	3	0	4	0						
Code for Interview Expenses	3	0	4	2						
Code for Agency/Search fees	3	0	4	1						
Code for Relocation Costs	3	0	4	4						
Code for Start Up/Set Up Costs	3	5	0	9						

Post Review – Complete for University Funded Support Posts only

Please answer the following:

Can advertising/recruitment be deferred? If not, why not?

Is there any potential for reallocating some of the duties to existing staff and reducing the FTE?

Could you second a member of staff from elsewhere in the University or take on a member of staff who is available for redeployment? If not, why not?

Is there any potential (perhaps with the help of ISA or a consultant) for automating some of the current processes?

Is there any overlap with functions carried out in other parts of the University?

Could the position be fulfilled by temporary resource whilst process review is being carried out?

Could the position be restructured to recruit staff on a lower grade or on reduced hours?

Post Justification – Complete for University Funded Support Posts Only

Briefly summarise the benefits of recruiting to the post

Briefly summarise the risks of not recruiting to this post

Please append an up to date job description before submitting for approval.

General Comments

Please note any restrictions, conditions or other circumstances which may affect the funding of the post

Recruiting Manager: -- Dated: ---------------------------------

Financial Approval: -- Dated: ---------------------------------
School/Departmental Accountant

Approved: -- Dated: ---------------------------------
Executive Dean/Executive Head

Approved for Recruitment -- Dated: ---------------------------------
Vice-Chancellor/Senior Pro Vice-Chancellor

NOTES FOR GUIDANCE

This form is to be used in all cases where it is proposed to recruit, reappoint, renew or extend a member of staff, and it applies to all categories of staff regardless of the source of funding. Each post should have an individual form raised.

Reasons for Using Fixed Term Contracts
Where a post is to be advertised on a fixed-term basis, in line with the University's policy on the use of fixed term contracts, the form should note the reason for using a fixed term contract. Please contact your HR Advisor if you need further advice on the use of fixed term contracts.

Costs
Please contact your HR Advisor if you require advice on estimating recruitment and relocation costs or the cost of using recruitment agencies or search consultants.

Job Codes
Job Codes must be identified from which the following items of recruitment expenditure will be funded and should be completed before any agreement is entered into with a recruitment or search consultant.

- Salary costs
- Recruitment Advertising
- Recruitment Interviews (i.e. travel & hospitality in attending interview)
- Agency/search fees
- Removal, Relocation and Resettlement Expenses for the person appointed

Post Reviews
All University funded support posts must be reviewed before they will be approved for release. Where a review has not taken place, they will not be released for recruitment. Please contact your HR Advisor for assistance in carrying out the review.

In undertaking the review, where appropriate consideration should be given to:

- Determining/forecasting the level/volume of work
- Recruiting on a temporary basis until a specified objective is achieved
- Restructuring/reallocating some of the duties to recruit staff on a lower grade
- Seconding staff from elsewhere to cover essential duties
- Permitting a limited amount of overtime to cover the most essential functions
- The level of staff turnover in the local area
- The level of performance management in the local area
- Ceasing to do certain activities
- Automating activities
- Redeploying staff who would otherwise be redundant
- Reducing service standards
- Deferring a recruitment decision for (say) 6 months to permit reviews to take place in greater depth

Post Authorisation
The form should be completed and signed by the recruiting manager to confirm that the review has taken place. The relevant Accountant will then confirm that the funds are available in the accounts specified and the relevant member of the Executive Committee (Executive Dean or Executive Head) should sign the form to confirm their support for the post. The form should then be forwarded to Human Resources. Where the form relates to a University funded support post, the further authorisation of the VC/SPVC is required.

Once the form has been authorised, the post will remain current until it is filled or formally withdrawn.