Ref No: _____

STAFF RECRUITMENT/EXTENSION AUTHORISATION FORM

School/Department	Division

Post Details

Title of the post		
Is the post specified in the budget?		
If yes, current/previous postholder (where applicable)		
If yes, expiry date of current contract (where applicable)		
Anticipated start date for the appointment:		
Anticipated end date for the appointment: (for fixed-term staff)		
Grade of post		
Salary range for grade (do not include contribution points)	Min	Max
Will the postholder be responsible for managing staff?	☐ YES / ☐ NO	
Tick all boxes that apply:	☐ Full-time ☐ Part-time ☐ Full-year ☐ Part-year	
If part-time, number of hours worked per week		
If part year, number of working weeks per year		
If part-year, is the holiday entitlement:	☐ to be taken during the working weeks ☐ to be taken as a payment (no holiday to be taken in the working weeks)	
Working Pattern:	Working patterns that are longer than 7 days **must** be attached to this form (e.g. Security)	

Hours of Work (24hr clock)	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Start:	:	:	:	:	:	:	:
Finish:	:	:	:	:	:	:	:

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?	

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	10% of gross starting salary up to a maximum of £8K
Estimated Recruitment costs	
Estimated Agency/Search costs	
Estimated start up /set up costs	

Account Codes

	Cost Centre Code			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						

Areas of Work Involved

Office/sedentary work using a computer screen/keyboard		Exposure to hazardous chemicals/solvents/diesels	
Designated Driver (medical required)		Exposure to hand held vibrating tools	
Safety critical work: working at height; confined spaces; working alone in labs		Exposure to a noisy environment (greater than 85dB) (medical required)	
		Food Handling	
Heavy manual work, lifting, carrying potentially heavy items		Exposure to extreme temperatures (less than -18 deg, greater than +40 deg)	
Regular travel abroad		Exposure to radiation or lasers	
Exposure to dust/fumes/respiratory irritants (medical required)		Animal Handler (medical required)	
Nightworking		Contact with blood/other bodily fluids (medical required)	

Disclosure and Barring Service (DBS)

Is a standard Criminal Records Check required for this postholder?		Is an enhanced Criminal Records Check required for this postholder?	
Does the role involve working with children on a substantial, unsupervised basis?		Does the role involve working with vulnerable adults on a substantial, unsupervised basis?	

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

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

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

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

Approved*: ---------- Dated: ----------
Signed on behalf of the Executive Operations Group (where required see below)

***Should be authorised as below**

Position definition	Action	Authorisation
Teaching & Research	Progress only if within budget	Dean & School Accountant
University & Campus Support	Progress only if within budget	Head & Departmental Accountant
Technical & IT Managerial & Professional Administrative & Secretarial	Review and submit to Executive Operations Group for approval	Executive Operations Group

Forms prepared for submission to the Executive Operations Group should be forwarded to Carole Brennan, PA to the Chief Operating Officer.

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.

Part-Year Staff
When employing staff for part of the year it is important to determine whether the holiday entitlement is to be taken during the nominated working weeks, or whether no holidays will be taken during the working weeks and a payment made in lieu of their holiday entitlement. Please read the separate document "Budgeting for part-year staff' which explains the difference between the two, including the budgetary implications.

Reasons for Using Fixed Term Contracts
The form should note the reason for using a fixed term contract, in line with the University's policy on their use. Where a fixed term contract is 2 years or more in duration, a redundancy payment may, in certain circumstances be payable on termination of the 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. **Note:** Relocation costs of a maximum of £4000 have to be met by the recruiting budget centre should relocation be approved.

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 signatory as set out in the grid at the foot of the previous page should sign the form to confirm their support for the post. The form should then be forwarded to Human Resources. Once the form has been authorised, the post will remain current until it is filled or formally withdrawn.