# 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)**

**Section C – not required to be completed for 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:** | |
| **Business case number** |  |
| **Line manager and PI (if applicable):** |  |
| **Directorate/School:** | Choose an item. |
| **Section/Department/**  **Institute:** |  |
| **Job title:** |  |
| **Academic track** | Choose an item. |
| **Grade/FTE** |  |
| **Reason for request** | *If replacement, please specify who this is replacing*  Choose an item. |
| **Post start date:** | *01/08/2023* |
| **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:**  **(N/A for externally funded posts)** |  | | |  | | |  | |  | | |  |
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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:** | |  | | | | | | | | | | |
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| **To be completed for all posts:** | | | | | | | | | | | | |
| **Funding body:** | | |  | | | | | | | | | |
| **Project title (R&I 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** | | |  | | | | |
| **Other grant conditions:** | | |  | | | | | | | | | |
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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&INNOVATION (RESEARCH FINANCE)** | |
| **Name:**  **Signed:**  **Date:** | |
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| **AUTHORISATION BY HEAD OF SCHOOL/DIRECTORATE (Not required for externally funded posts)** | |
| **Name:**  **Signed:**  **Date:** |  |
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