 VACANCY REQUEST FORM

**FROM FRIDAY 1ST MAY 2017 MANAGERS NEED TO GAIN AUTHORISATION FOR RECRUITMENT TO ALL POSITIONS.**

As part of BrisDoc’s Recruitment & Selection process, this form is critical to the ‘Planning’ stage of all recruitment and is to be used in all cases where it is proposed to recruit member of staff. The form applies to all categories of staff regardless of the source of funding. Each post should have an individual form raised.

## NOTES FOR GUIDANCE

### Why does this role need to be filled?

You should carefully review the need for the role to determine if it is required.

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| Please consider how you would manage the impact on customers and service delivery by not recruiting. In undertaking the review, where appropriate consideration should be given to:: |
| * Determining/forecasting the level/volume of work. Is re-distribution of work possible amongst existing team members? * Recruiting on a temporary basis until a specified objective is achieved. * Restructuring/reallocating some of the duties to recruit staff on a lower grade. Would restructuring remove the need for the role? * Seconding staff from elsewhere to cover essential duties. Is there an opportunity for an existing employee to act up or be seconded into the role? * 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. Is there an opportunity to streamline working practices and processes which could remove the need for the role? * Reducing service standards. * Deferring a recruitment decision for (say) 6 months to permit reviews to take place in greater depth. |
| If you believe that the role does need to be filled you should consider the following: |
| * Whether the role could be filled on a temporary basis, fixed term contract or by secondment rather than on a permanent basis. * What would be the most cost effective method of recruitment? |

**Reasons for Using Fixed Term Contracts**

The form should note the reason for using a fixed term contract. 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. A fixed term contract that lasts four years of more will automatically become permanent unless there is a good business reason not to do so. Please contact your HR Advisor if you need further advice on the use of fixed term contracts.

**Authorisation for the post**

The form should be completed and signed (email signature is fine) by the recruiting manager to confirm that the review has taken place and forwarded to Human Resource Department hr-admin@brisdoc.org. Salary, recruitment and advertising costs should be agreed before any agreement is entered into with recruitment. The Finance Manager / HR Adviser will then confirm that the funds are available in the accounts specified and the relevant signatory should sign the form to confirm their support for the post to commence recruitment.

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

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| **Requesting Manager:**  Please complete **Section 1, 2 and 3** and submit the VRF electronically with the Advert and Job Description as Word documents attached. Ink signatures are not required. Please send to the  **HR Department hr-admin@brisdoc.org** as an e-mail attachment confirming your approval. |

Tuesday, June 20, 2017

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| **SECTION 1: POST DETAILS** | | Completed by the Recruiting Manager | | |
| **Post Title:** Click here to enter text. | | | | |
| **Department:** Click here to enter text. | | | | |
| *If the appointment is jointly made with another Department, please state the other Department* | | | | |
| **Department(s):** Click here to enter text. | | | | |
| **Recruiting Manager name:** here to enter text. | | | | **e-mail:** Click here to enter text. |
| **Line Manager name(s):** Click here to enter text. | | | | **e-mail:** Click here to enter text. |
| **No. of posts:** Click here to enter text. | | | | **Anticipated start date:** Click here to enter a date.Click here to enter text. |
| **Post Type:** Choose an item. | | | | |
| **If a replacement post, who is it replacing?** Click here to enter text. | | | | |
| **If replacement with changes give details:** Click here to enter text. | | | | |
| **Will this post-holder line manage staff?** Choose an item. | | | | |
| **Source of funding:** Click here to enter text. | | | | |
| **Salary range:** Click here to enter text. | | | | |
| **Contract Type:** |  | | | |
| **Full Time Equivalent (FTE – 37.5 hrs pw) or Weekly Hours:** Click here to enter text. | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Hours of Work:**  (24hr clock) Start:  Week 1  Finish: | Mon | Tue | Wed | Thurs | Fri | Sat | Sun | | : | : | : | : | : | : | : | | : | : | : | : | : | : | : | | Start:  Week 2 (if different)\_ Finish: | : | : | : | : | : | : | : | | : | : | : | : | : | : | : | | Start:  Week 3 (if different)\_  Finish: | : | : | : | : | : | : | : | | : | : | : | : | : | : | : | | Start:  Week 4 (if different)  Finish: | : | : | : | : | : | : | : | | : | : | : | : | : | : | : | | | | | |
| **For fixed term posts, select reason:** Choose an item. | | | | |
| **Disclosure and Barring Service (DBS):**  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? | | | | |
| Internal Recruitment *(only advertised with existing salaried / bank staff)* | | | External Recruitment | |
| **Please indicate where would you like to advertise the post:**      **Please indicate if you would prefer to advertise in specialist journals and media:** Click here to enter | | | | |
| **Job share:** Please specify any reasons why job share arrangements should not apply:Click here to enter text. | | | | |
| **Timetable Guidance:** See last page of VRF for normal processing timescales | | | | |
| **Can advertising/recruitment be deferred?** Click here to enter text.  If not, why not? Click here to enter text. | | | | |

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| **SECTION 2: ADVERT AND JOB DESCRIPTION** | **Completed by the Recruiting Manager** |
| **Advert:**  Please attach your advert text (including interview date) to this form as a separate Word document (this will be copied into the jobs board advert) | |
| **Job Description:**  Use a template Job Description to develop the job details and person specification for the post. When the Job Description is agreed and finalised attach it to the mail forwarding this form to HR Department. | |

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| **SECTION 3: DEPARTMENTAL AUTHORISATION** | | **Completed by the Head of Department** | |
| ***I confirm that this post is required to be filled and is in line with the Departmental Plan.*** | | | |
| **Name of Authorised Recruiter:** Click here to enter text. | | | |
| **Email:**Click here to enter | **Tel:** Click here to enter text. | | **Date:**Click here to enter |
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| **Next Steps:** | | | |
| 1. Email this completed form to [hr-admin@brisdoc.org](mailto:hr-admin@brisdoc.org) with a draft Job Description and Advert. 2. The Recruiting Manager will receive confirmation of recruitment start from HR Department and a timetable as well as Interview Panel will be agreed. | | | |

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| **SECTION 4: HR CHECK /FINANCIAL APPROVAL** | **To be completed by HR Department/ Finance Manager** | |
| **Current Post Holder end date** (if applicable): Click here to enter a date. | | |
| **Salary Current Post holder**: Click here to enter text. | | |
| *If different from the recruitment grade in Section 1, query with the Recruiting Manager.* | | |
| **Finance (VFS) reference:** Click here to enter text. | | |
| **Recruitment Approved to salary range and FTE**: | | |
| **Authoriser (Name):** | | **Date:** |

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| **Please see Expected Timetable Guidance for normal processing timescales.** | | |
| **ACTION** | **TIMESCALE** | |
| 1. **Planning stage for line Manager (LM)** | No specified timeframe – timing subject to LM |  |
| 1. **LM writes / updates job description / person spec, advert and sends to HR** |
| 1. **HR advertises post in relevant publication** | Could take up to 21 days for adverts to appear in certain external publications due to dates of publication | Up to 5 weeks |
| 1. **Closing date (no less than 1 week when advert appeared)** | Advert appears for 7-14 days depending on post and publication |
| 1. **HR anonymises application forms and sends to shortlisting panel** | 3 days between closing date and LM receiving anonymised application forms | Up to 1 week |
| 1. **LM shortlists applications and informs HR who will be interviewed and the desired style of interview (including whether in-tray exercise / presentation used)** | Up to 5 days from receiving application forms |
| 1. **HR invites shortlisted candidates to interview** | 7 days before interview | 1 week |
| 1. **Interview – LM makes decision, informs HR and makes conditional job offer** |  |  |
| 1. **HR performs all employment checks and sends conditional offer letter** | 7-14 days after interview | 1-2 Weeks  (CRB can take up to 6 weeks) |
| 1. **Employment commences once all employment checks are satisfactory** | 6 weeks – 3 months notice period | 6 -12 weeks |
| ***Total Timescale:*** | | ***Between 1 month-5 Months*** |