

ADVERTISEMENT REQUEST FORM FOR BSMS POSTS FUNDED THROUGH THE RESEARCH SERVICES DIVISION ONLY

Please use tab key to navigate through the form.

Is this a: **NEW POST** / **REPLACEMENT FOR AN EXISTING POST** (please delete as appropriate)

If **REPLACEMENT** please insert name of previous post holder

School/Unit:	Division:
Job title:	Grade:
Start date:	End Date (If fixed term):

#Location	Building:	Room:
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If fixed term please tick the relevant box and expand below (see the notes overleaf for options).

A B* C D E F

* Insert name of substantive post holder:

Grant reference (if known):

Principal Investigator's Signature: _____ Date: _____

I approve the recruitment and confirm that there are no suitable redeployments to the post, within the school:

Head of Division (for academic / research posts only) or;

Technical Supervisor (for technical posts only) or;

BSMS Secretary (for clerical / administrative posts only)

Signature: _____ Date: _____

BSMS SECRETARY / DEPUTY SECRETARY:

I confirm that there is sufficient room for an appointment to this post in the workstation location stated above.

Signature: _____ Date: _____

RESEARCH SERVICES DIVISION:

I confirm that funds have been granted to support the above post.
The funds are available for the following period:

Signature: _____ Date: _____

ADVERTISEMENT DETAILS:
Please complete the advertising request section below and email the advertisement, the further particulars, person specification and job description, to the HR Assistant for your area.

Please note for Admin, Library and Other Related faculty you should only use one national publication.

Place advert in the following publications:	Date to appear in publication	Closing date for advertisement (usually 2 weeks to 1 month after appearance)
1.		
2.		
3.		

n.b. If there is the possibility that a Certificate of Sponsorship for a non-EEA national will be required, the advert must appear for a minimum period in approved publications / websites in order to fulfil government requirements. All posts will automatically be advertised on sussex.ac.uk/jobs bsms.ac.uk brighton.ac.uk/jobs and on jobs.ac.uk

Code to which the cost of the advert should be charged: _____

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The Human Resource Division, Personnel Section will need advertisements by the following deadlines **at the very latest** to guarantee their appearance in the next available publication: Brighton Evening Argus by **Friday noon**, The Guardian by **Tuesday noon** and THES by **Wednesday noon**. Please contact the Human Resource Division, Personnel Section for other publication deadlines.

Please ensure the following information is included in your advertisement if applicable:

- (a) Length of appointment
- (b) Full Time / Part Time / Part Year
- (c) Grade
- (d) A contact name and address within the School/Unit to whom applicants can direct informal enquiries

P.T.O

NOTES ON THE USE OF FIXED TERM CONTRACTS

To assist with the fixed term appointments section over leaf please see the section below, from the Policy on the Use and Management of Fixed-Term Appointments, if you would like to refer to the full document it can be found at: <http://www.sussex.ac.uk/Units/staffing/personnl/policies/fixterm.pdf>

Fixed term contracts should be used only when there is a genuine and objectively justified reason, for example:

- A** the post requires specialist expertise or recent experience not already available within the University in the short term;
- B** to cover staff absence as appropriate (e.g. parental and adoptive leave, long-term sickness, sabbatical leave or secondment);
- C** the contract is to provide a secondment or career development opportunity;
- D** input from specialist practitioners;
- E** where the student or other business demand can be clearly demonstrated as particularly uncertain;
- F** where funding is limited to a specified period, and there is no reasonably foreseeable prospect of it being extended nor other external or internal funding becoming available.

If you do not feel your justification fits into any of these categories please refer to your Personnel Officer.