

REQUEST TO FILL, REFILL, EXTEND OR CHANGE THE FTE OF A POST

Please complete this form for any posts funded through a school cost code

Recruitment guidance is available at: <http://www.sussex.ac.uk/humanresources/1-2-14.html>

SECTIONS A-D MUST BE COMPLETED BEFORE THE POST CAN BE SUBMITTED TO THE DEAN FOR SIGNATURE

A POST DETAILS

POST TITLE:

Please ensure this matches the Post Title on the Job Description and Job Advert

Please tick one of the below:

- ☐ NEW POST
- ☐ REPLACEMENT POST FOR: (insert name).....
- ☐ EXTENSION OR FTE CHANGE FOR: (insert name).....

OR

- ☐ HONORARY CONTRACT ONLY (insert name if applicable)

FUNDING (please tick) ☐ CORE ☐ EXTERNAL ☐ OTHER (Please State).....

DEPARTMENT:

LINE MANAGER:

% TIME WORKED / HOURS PER WEEK:

START DATE:

(Or preferred/likely start date)

END DATE:

(If fixed term or temporary FTE change)

If fixed term please explain why (see notes below for examples A -E)

If A is selected please insert name of substantive post holder:

NOTES ON THE USE OF FIXED TERM CONTRACTS

Fixed term contracts should be used only when there is a genuine and objectively justified reason. Full guidance is at <http://www.sussex.ac.uk/humanresources/documents/ftc-manage-guide.pdf>. To assist with the fixed term appointment sections overleaf please refer to the examples below. **If you do not feel your justification fits into any of these categories please refer to your HR Business Partner.**

- A** to cover staff absence as appropriate (e.g. maternity leave, long-term sickness, sabbatical leave or secondment);
- B** the contract is to provide a secondment or career development opportunity either for the original post holder or his/her replacement. In such cases the individuals would normally revert to their substantive posts at the end of the period of secondment, where applicable;
- C** the post is for a specific task or project;
- D** the business demand is uncertain;
- E** the funding is limited to a specified period.

GRADE AND SALARY RANGE:

Please tick one of the options. If none are applicable please contact BSMS Operations Manager

Professional Services ☐

Please provide grade and salary range:

Academic ☐

Please provide grade and salary range:

Clinical Academic ☐

Please indicate if this is:

☐ Consultant level

☐ Junior doctor level

Honorary Contracts ☐

☐ Consultant level

☐ Junior doctor level

ADVERTISEMENT LOCATION:

All posts are automatically advertised on the following websites: U. Sussex, U. Brighton, BSMS, If you would like the role advertised elsewhere please specify here:

Disclosure and Barring Service (DBS) check required: ☐ Yes / ☐ No ☐ Basic ☐ standard check ☐ enhanced check

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Reason/Activity role requires DBS:

NHS Research Passport required: ☐ Yes / ☐ No

Will this person hold an Honorary NHS contract as part of this role? ☐ Yes / ☐ No

If Yes, with which NHS Trust will this be?

If Royal College approval required (Consultant posts) which college?

B OPERATIONAL APPROVAL

LOCATION:

BUILDING:

ROOM:

DRAFT ADVERT & FURTHER PARTICULARS

New non-generic posts should be graded by HR prior to completion of this form

Advert text attached? ☐

Further Particulars attached? ☐

OPERATIONS MANAGER APPROVAL:

SIGNATURE:

NAME:

C PROVIDE DETAILS OF THE STRATEGIC CASE FOR THE POST BY ADDRESSING THE FOLLOWING POINTS

(a) Why is the post needed? Complete in detail for new and replacement posts.

(b) How is the post funded? Provide detail of internal or external funding and the subproject code to be used.

(c) How does the post fit with the Medical School's strategic priorities

(d) Can recruitment be delayed?

(e) What are the implications of not recruiting to this post?

(f) Can this post be recruited to internally to create a further vacancy?

D BSMS FINANCE MANAGER (All Posts & Honorary Academic Contracts):

Commentary:

HR Use for Pay Coding and confirmation of Budget Available before appointment:

Budget for Year:	Budget for Year:	Account code	Subproject code	%

Advertising & Interview Expenses code : 3551/WG004-01 or :

SIGNATURE:

DATE:

PRINT NAME:

CONTACT TEL:

NHS TRUST FINANCE MANAGER COMMENTS (All posts with an element of NHS funding) (If applicable)

I confirm thatNHS Trust will fund the agreed percentage for this post.

SIGNATURE:.....PRINT NAME:.....DATE:.....

E BSMS DEAN / BUDGET HOLDER TO COMMENT:

BSMS DEAN SIGNATURE:

DATE:

PRINT NAME:

CONTACT TEL:

F UNIVERSITY OF SUSSEX PRO / VICE-CHANCELLOR COMMENTS (For RTF's & Honorary Academic Contracts):

On behalf of the University of Sussex I am in agreement with the proposal outlined in sections A to G of this form

SIGNATURE:

DATE:

PRINT NAME:

CONTACT TEL:

G UNIVERSITY OF BRIGHTON DEPUTY / VICE-CHANCELLOR (OR NOMINEE) COMMENTS:

(Only needed for new posts)(not for Honorary Academic Contracts):

On behalf of the University of Brighton I am in agreement with the proposal outlined in sections A to G of this form.

SIGNATURE:

DATE:

PRINT NAME:

CONTACT TEL:

H HR Use for Academic Posts only.

Regional Advisor approval of further particulars attached

☐ (tick box)

Relevant Royal College approval of further particulars attached *(only required for Clinical Academic posts)*

☐ (tick box)

Copy of further particulars (inclusive of person specification) sent to Public Health England on

☐ (tick box)

SIGNATURE:

JOB TITLE:

CONTACT TEL:

PRINT NAME:

DATE: