**PRG Staffing Request MULTIPLE POSITIONS
To create new posts of any grade or replacement posts e.g. as part of a restructure or new business case**

If the request is for fully Externally Funded posts please do not use this form.

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| **SCHOOL/DIRECTORATE NAME:****REFERENCE (if needed):** |

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| --- | --- | --- | --- | --- | --- |
| **Position Title** | **Grade** | **FTE** | **New Role Y/N** | **Replacement Y/N** | **If Replacement, which Person/Vacancy** |
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|  |  |  |  |  | Insert more rows as required |

**Please attach a before and after organisation chart**

 **If New,** have the position descriptions and grades been reviewed and approved by People? Y/N **Please attach job description/s**

**Effective From:** XX/XX/XX **Expected End Date:** XX/XX/XX

 **Job Details**

**Organisational Unit**

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 **Work Location**

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 **Reports to (Position)**

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**Finance & Funding Details**

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| --- | --- | --- | --- | --- | --- |
| **Project** | **Project Type** | **Budget Group** | **Fund Source** | **Budget Centre** | **Nominal** |
|  |  |  |  |  |  |

*To be verified by Finance Business Partnering (for each position)*

**Are the posts budgeted?** Yes [ ]  No [ ]

**Explain how this change will impact Finances. For example, how will School/Directorate pay savings targets be delivered?**

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**Senior Finance Business Partner Comments:**

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| **Name: Date:**  |

Specify any reclaim/recharge arrangements. Where confirmation of funding support is available, please attach it. If appropriate, indicate what has been done to explore or provide external support for salary costs and overheads.

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**People Review**

**People Business Partner Comments:**

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| **Name: Date:** |

**Operational Information (non-financial)**

**This section is mandatory**

Please state the reasons why the posts are required and a brief description of the work that the post holders will undertake. Outline the potential risk if the appointments are not made. Include any impact on other staff, courses, modules, service provision and/or standards and any other work that might be at risk if the posts are not approved. Explain why the functions of these roles could not be absorbed within the existing staffing complement across the School/Directorate. Highlight if alternative ways of providing the service/undertaking the work have been considered and what these have been.

For Academic positions please include information in relation to key components of the workload model. Indicate approximate percentage of time to be spent on teaching, research and other activities.

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**Authorisation for Request**

Dean or Director

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Date:

*Please email this completed form to* *PRG@dundee.ac.uk**, copying in both your People Business Partner and Finance Business Partner.*

*Decision of approval/rejection will be notified via email by PRG admin.*

**PRG Decision**

Outcome and comments

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PRG Secretary signature

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Date:

**People Admin**

*To be completed by People if post approved.*

|  |  |
| --- | --- |
| **Position Number:** |  |
| **Position Title:**  |  |
| **Position Profile:** |  |
| **Job Evaluation Role Code (where applicable):**  |  |
| **Position Added to Hierarchy:**  |  |