**Delegated Staffing Request  
For all temporary positions (less than 12 months) or replacement positions that are Grade 8 or below**

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

|  |
| --- |
| **SCHOOL/DIRECTORATE NAME:**  **SCHOOL/DIRECTORATE REFERENCE** |

**Position:** Replacement  New

**If Replacement,** please provide the name of the Previous Postholder:

|  |
| --- |
|  |

**If New,** has the position description and grade been reviewed and approved by HR?

|  |
| --- |
|  |

**Position Title:**

|  |
| --- |
|  |

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

**Full time or part time position?** Full Time  Part Time

**If part time, how many hours of work?** X Hours/FTE

**Job Details**

**Organisational Unit**

|  |
| --- |
|  |

**Work Location**

|  |
| --- |
|  |

**Reports to (Position)**

|  |
| --- |
|  |

**Finance & Funding Details**

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

*To be verified by Finance Business Partnering*

**Is the post budgeted?** Yes  No

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

|  |
| --- |
|  |

**Senior/ Finance Business Partner Comments:**

|  |
| --- |
| **Name : Date:** |

**For temporary positions only: cost and any mitigating savings**Example: Staff member on long term sickness absence so reduced pay cost will offset some backfill cost – set out costs and saving below.

|  |
| --- |
| This financial year £ Next financial year £ |

**HR Review**

**HR Business Partner Comments:**

|  |
| --- |
| **Name: Date:** |

**Supporting Information**

Please state the reason why the post is required and a brief description of the work that the post holder will undertake. Outline the potential risk if the appointment is not made.

|  |
| --- |
|  |

**Authorisation for Request**

Dean or Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

*Please email this completed form to* [*PRG@dundee.ac.uk*](mailto:PRG@dundee.ac.uk)*, copying in both your HR Business Partner and Finance Business Partner.*

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

**SVP/COO Decision**

Outcome and comments

|  |
| --- |
|  |

PRG Secretary signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**HR Admin**

*To be completed by HR if post approved.*

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