**PRG Staffing Request
To create a new post of any grade or a replacement position for Grade 9 +**

*If the request is for multiple positions (for example, as part of a restructure) then please USE THE MULTIPLE POSITION request form.*

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

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

 **Position:** Replacement [ ]  New [ ]

**If Replacement or Repurposing of Vacant Position,** please provide the name of the Previous Postholder:

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

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**Position Title:**

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**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**

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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** |
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*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?**

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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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**HR Review**

**HR Business Partner Comments:**

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| **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. Include any impact on other staff, courses, modules, service provision and/or standards and any other work that might be at risk if the post is not approved.

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Please explain why the functions of this role 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.

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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. Where appropriate, comment on the reason (s) for this being particularly high or low.

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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 HR 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:

**HR Admin**

*To be completed by HR if post approved.*

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