**For advertisement roles must have an up-to-date Person Spec, Job Description and Recruitment Pack. It is advised that preparation for these documents commences with Personnel whilst you are waiting for sign off, this will enable a quick advertisement process upon approval. Advertising and recruitment will only commence when this authorisation document has been completed with all approver’s signatures.**

# Version updated 05/09/2023

# Authority to Recruit Form Staff Appointment Professional Services Roles

|  |  |
| --- | --- |
| **Job Title**  |  |
| Subject/Service  |  |
| Location  |  |
| **Grade** | Choose from list. | **Reports to**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Posts |  | Proposed Start Date | Click or tap to enter a date. |
| Is this a new role? : | Choose from list. | If replacement, which role? (State below)  |
| If new is this subject to HERA? | Choose from list. | Type replacement here, if applicable. |
| Please outline rationale / need for this post. If a new role within the structure, or a different grade to the current post, please confirm discussions have been held with HR and the role has been subject to HERA evaluation.  |
| Type reason here |
| Job Type? | Professional Services | Contract Duration | Choose from list. |
| If Fixed Term state end date and reason for fixed term below: |
| Type end date and reason for fixed term here |
| Work Pattern | Choose from list. | If part time state fte |  |
| Weeks per Year  | Choose from list. | If other or term time state number of weeks per year |  |
| Notice Period |  |

|  |  |
| --- | --- |
| **Does post holder require a criminal record check?**  |  Choose from list.  |
| **If no please skip to Job Classification. If criminal record check required, please answer questions below:** |
| **Eligible position?** | Choose from list. | If yes please specify position here |
| **Regulated activity in relation to children?** | Choose from list. | If yes provide further information here |
| **Regulated activity in relation to adults?** | Choose from list. | If yes provide further information here |

**Job Classification**

|  |  |
| --- | --- |
| **Please select relevant Job Classification**  | Choose from list. |

**Source of funding for appointment**

|  |  |
| --- | --- |
| **Is this post in the current approved budget?** | Choose from list. |
| **Cost Code:** |  | **Project Code:** |  |
| If **not in budget**, how is this post to be funded? *please give details below:*  |
| If applicable provide further information here |

**Advertising**

|  |  |
| --- | --- |
| **Where should the post be advertised?** | Choose from list. |
| Roles will automatically be placed on Jobs.ac.uk. Please state if would like the post placed other external sites. |
| If applicable provide further information here |

Business Case

|  |
| --- |
| Business Case Proposal  |
|  |

Head / Director

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Date  | Click or tap to enter a date. |
| Job Title  |  |
| Signature  |  |

Approval

|  |
| --- |
| Approver Discussion Notes |
|  |
| ApprovalAll relevant information must be provided above before you submit the ATR. Once completed this form, along with the relevant documentation (advert, person spec, job description etc), should be submitted to the DVC’s Office (dvcoffice@hope.ac.uk) by the Head of School/Executive Dean. |
| Approvers | Signature | Date |
| Deputy Vice Chancellor |  |  |
| Pro Vice Chancellor (Research) |  |  |
| Executive Director of Finance, Services and Resources |  |  |
| Director of People Services |  |  |