Resourcing Review Committee Form

### SECTION 1 – INSTITUTE/DEPARTMENT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute / Department** |  | **Manager** |  |
| **Ext No** |  | **Email** |  |

### SECTION 2 – DETAILS OF APPROVAL REQUIRED

|  |  |
| --- | --- |
| Job title  |  |
| Employee name, where relevant |  |
| **New post / replacement post / fixed-term contract extension / permanency / regrading / contract change** | New / replacement / contract extension / contract to permanent / regrading request / contract change |
| **Staff category and grade of post** **If submitting a regrading request please specify current grade and proposed new grade** |  |
| **Job description/Org chart** | Please attach a JD for new or replacement posts or a regrading request. If a regrading request please highlight where the job has changed |
| **Is the new/replacement role permanent or fixed-term / agency** | Permanent / fixed-term / agency |
| **If fixed-term / agency provide expiry date** |  |
| **If agency please provide anticipated day rate and any associated costs eg placement fee** |  |
| **If it is anticipated that a recruitment agency will be engaged please specify costs** |  |
| **If part time, specify hours per week**  |  |
| **Current source(s) of funding and expiry date (if fixed term)** |  |
| **If a change to contract provide details (eg length of extension, increase in hours, increase in salary, change in allowance etc)** |  |

**SECTION 3 – SUPPORTING STATEMENTS**

**SECTION 3A**

|  |
| --- |
| **Business Case: MAX 500 WORDS***Including link to Research and Education Strategies and to Institute Objectives or Professional services strategy and objectives.*  |
|  |

SECTION 3B

|  |
| --- |
| **Institute Director supporting statement: MAX 200 WORDS***Statement of support for the business case as outlined* |
|  |

SECTION 3C

|  |
| --- |
| **Financial / Business Case: MAX 200 WORDS (to be completed by Finance)***Statement of budget for the post, including cost implications and exploration of other sources of funding, and opportunities for generating research income or other income to render post (partly) self-financing* |
|  |

### SECTION 3D

|  |
| --- |
| **Director of Finance Comments** |
|  |

**SECTION 4 – AUTHORISATION (Signatures should be added electronically)**

|  |  |  |
| --- | --- | --- |
|  | **Signed** | **Date** |
| Institute/Division Director |  |  |
| **Finance Director** |  |  |
| **HR Business Partner**  |  |  |

**The completed form plus the Job Description must be sent to the Director of Finance by the** [**published deadline**](https://portal.sgul.ac.uk/org/cs/hr)**.**

**Any forms received after this time will not be considered until the following RRC.**