

## Staff Recruitment Review Group (SRRG) Business Case 2025.08.01 version

\*= mandatory fields. Incorrectly completed forms/attachments will be rejected.

Please refer to [Staff Recruitment - Home](#) for more information on institutional recruitment controls.

*School/PSD:	Choose an item.			
*Team:				
*Site Location:				
*Hiring Manager:				
*Post Title:				
*Terms and Conditions:	Choose an item.			
*No. of posts:				
*Total FTE:				
*Type of request:	Choose an item.	NB - SRRG is not authorised to approve the creation of new/additional posts. If the posts don't have approval, SRRG cannot provide approval to recruit to them		
Anticipated start date: NB: do not use 'ASAP' or 'TBC'	DD:MM:YY			
Anticipated end date (if applicable):	DD:MM:YY			
If this is replacing/backfilling a member of staff:	please specify whom:		why the post has become vacant:	Choose an item.
How many vacancies are there:  Please highlight these in the accompanying Org. Chart.	In the immediate team:		In peer teams:	
*Are there any other staff dependencies linked to this request (e.g. backfill arrangements)	Choose an item.			
If 'Yes' please specify				
*Current Grade:	Choose an item.	*Proposed Grade:	Choose an item.	
*Allowance value (if applicable):	£			
*Cost Code:				
<b>*Required attachments:</b> <ul style="list-style-type: none"> <li>Anonymised Org Chart highlighting vacancies in immediate AND peer teams</li> <li>Job Description (all business cases)</li> </ul>				

<p><b>1. Compliance</b></p> <p>Are the post/duties of the post required in order for the University to operate lawfully, safely and in accordance with the provisions of the OfS, or other regulatory or professional/validating bodies?</p> <p>Choose an item.</p> <p>If YES, please provide specific details of how this role/request supports the above compliance obligation (<b>max 250 words</b>).</p>
<p><b>2. Existing Capacity</b></p> <p>What is the availability of other staff, with the necessary familiarity with the existing academic or professional disciplines/skills to fulfil the duties of the role. Those staff may be available in the same School/Service or in other areas of the University (<b>max 250 words</b>).</p>
<p><b>3. Strategic Imperative</b></p> <p>The extent to which not filling the post means that key strategic initiatives such as generating significant cost savings or new income streams (quantified) or significantly improving our compliance environment (risk assessed) cannot be completed. Cases will not normally be considered unless the proposals giving rise to the staffing requirement have already been approved by Finance Board or Academic Planning Board (<b>max 250 words</b>).</p>
<p><b>4. Advertising cycles</b></p> <p>In support of our commitment to preserving employment opportunity for academic, research and professional services colleagues, all vacancies will be advertised for:</p> <ul style="list-style-type: none"> <li>• 1 week for redeployees</li> <li>• 2 weeks for internal applicants</li> <li>• 3 weeks for external applicants</li> </ul> <p><b>If there is a request to advertise the role for a shorter period of time, please provide the rationale below:</b></p>
<p><b>5. Advertised Salary Range</b></p> <p>In support of our commitment to addressing/preventing pay gaps and addressing financial constraints, all vacancies will be advertised with the following considerations:</p> <ul style="list-style-type: none"> <li>• an expected starting salary range of the first two pay points of the relevant Pay Grade</li> <li>• a single pay grade (i.e. no 'sliding scales' such "Grade 6/7/8" or "Professorial Band A/B/C" etc.)</li> <li>• Requests to appoint on a higher starting salary can still be made, using the business case template here: <a href="#">Stage 5 - Offers of Employment</a></li> </ul> <p><b>If there is a request to advertise the full range of the relevant pay grade, or a sliding scale, please provide the rationale below:</b></p>

## 6. Endorsement

Please provide here supporting statements from the Executive Dean (Academic and Research roles) PSD DOO/COO (Professional Services roles) in support of the request for this appointment. **(max 250 words)**.

Please provide a **case-specific** statement confirming your assessment that this is an exceptional request to recruit, detailing:

- the strategic rationale for filling the post at this time
- that all means of undertaking the work have been fully considered, including alternative options for fulfilling the responsibilities of the post(s)

Signature:

Date:

Name in Capitals:

