

**UAS Business Case for Permission to Fill**

**Part 1a – To be completed by the Department**

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| **Position Title:** |  |
| **Department (CUFS Dept Name):** |  |
| **Post Reference Number:** |  |
| **New Post or Existing Vacancy?:** | **New Post:** |[ ]  **Existing:** |[ ]
| **Open Ended or Fixed Term?:***(If the position is Fixed Term, please explain why and the proposed duration with reference to the University’s guidance on the use of fixed-term and open-ended contracts)* |  |
| **Position Type and Grade:** |  |
| **Unestablished?:** | **Yes:** |[ ]  **No:** |[ ]
| **Headcount Variation:** | **Net Gain (+1):** | **Neutral (0):** | **Net Loss (-1):** |
|  |[ ] [ ] [ ]
| **Full Cost Code:** |  |

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| --- | --- | --- | --- |
| **1.** | **Is this post business critical (if yes, please state why)** | Yes |[ ]  No |[ ]
|  |  |

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| **2.** | **Please indicate the source of funds:** |
|  | **Existing chest funding:** |[ ]   |
|  | **Existing external funding:** |[ ]   |
|  | **Reserves:** |[ ]   |
|  | **Additional Funding required:** |[ ]  Amount of funding required: | £ |

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| **3.** | **You must demonstrate that you have considered alternatives to (re)filling by providing responses to the below questions:** |
|  | 1. Could the duties of the post be reassigned elsewhere?
 | Yes |[ ]  No |[ ]
|  | 1. Is there any possibility that the role could be merged with another role?
 | Yes |[ ]  No |[ ]
|  | 1. Are the processes followed by the current postholder effective and efficient? (Please skip this question if this is a new post)
 | Yes |[ ]  No |[ ]
|  | 1. If the role is full time, could the duties be covered by a part-time appointment?
 | Yes |[ ]  No |[ ]
|  | 1. Could the duties be covered by a secondment?
 | Yes |[ ]  No |[ ]

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| **3b.** | **Please provide further detail about your responses to question 3:** |
|  |
| **4.** | What are the consequences of not filling this post? |
|  |
| **5.** | How long can this post be held vacant to create savings? |
|  |
| **6.** | Please provide details of existing vacancies or known future vacancies over a five-year period that can be left unfilled in favour of filling this post and ensuring a potential saving against financial difficulties. |
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| **7.** | **Does this post have income-generating potential? If so, provide details.** |
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| **8.** | **Do you have any other comments?** |
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**Part 1b – To be completed by person who completed Part 1a:**

By signing the below, you are confirming that you consider the (re)filling of this post a good use of the University’s resources:

|  |  |
| --- | --- |
| **Print Name:** |  |
| **Signed:**(Electronic signature acceptable) |  |
| **Position Title:** |  |
| **Date:** |  |

**\* Administered Funds are classed as Chest**

**If you have any queries regarding the funding of your post please contact your Finance Manager/Adviser. Please note that it may delay the recruitment of your post if the financial information is incorrect**

**It is assumed that all posts will be filled on an unestablished basis**

**Part 2 – To be completed by Head of Department/Section**

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| **Do you support the request, as detailed above?** | Yes: |[ ]  No: |[ ]
| Please give reasons for your response above: |
|  |
| **Print Name:** |  | **Print Name\*:** |  |
| **Signed:** |  | **Signed:** |  |
| **Date:** |  | **Date:** |  |

*\*Please note: Two signatures are only required if local arrangements require Director approval in addition to approval from the Head of Department / Section.*

 **Upon completion of this form, please send this (via email) to: Petya Dimitrova, Assistant HR Adviser at:** **pd411@cam.ac.uk****.**

**Part 3 – To be completed by the Resourcing Group**

|  |  |  |
| --- | --- | --- |
| **Is permission to fill granted as outlined above?** | Yes: |[ ]  No: |[ ]
| If the request has not been approved, or has been approved subject to conditions, please state reason(s): |
|  |
| **Print Name:** |  |
| **Signed:**(Electronic signature acceptable) |  |
| **Date:** |  |