

Part 1a – To be completed by the Department

Position Title:			
Department (CUFS Dept Name):			
Post Reference Number:			
New Post or Existing Vacancy?:	New Post: <input type="checkbox"/>	Existing: <input type="checkbox"/>	
Open Ended or Fixed Term?: <i>(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)</i>			
Position Type and Grade:			
Unestablished?:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Headcount Variation:	Net Gain (+1): <input type="checkbox"/>	Neutral (0): <input type="checkbox"/>	Net Loss (-1): <input type="checkbox"/>
Full Cost Code:			

1.	Is this post business critical (if yes, please state why)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2.	Please indicate the source of funds:			
	Existing chest funding:	<input type="checkbox"/>		
	Existing external funding:	<input type="checkbox"/>		
	Reserves:	<input type="checkbox"/>		
	Additional Funding required:	<input type="checkbox"/>	Amount of funding required:	£

3.	You must demonstrate that you have considered alternatives to (re)filling by providing responses to the below questions:				
	a) Could the duties of the post be reassigned elsewhere?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	b) Is there any possibility that the role could be merged with another role?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	c) Are the processes followed by the current postholder effective and efficient? (Please skip this question if this is a new post)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	d) If the role is full time, could the duties be covered by a part-time appointment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	e) Could the duties be covered by a secondment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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.

7.	Does this post have income-generating potential? If so, provide details.

8.	Do you have any other comments?

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

Do you support the request, as detailed above?		Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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:					