

Recruitment Authorisation Policy

(Version February 2023)

With the exceptions detailed below, Heads of Department (#) are authorised to sign-off all recruitment and resourcing needs that are **within staff budget**.

Exceptions

1. ALL New roles outside budget
2. Grades 8 and 9 roles:- all replacements and new positions, inside or outside budget
3. Grade 7 academic replacements (where there is a distinct change in focus of the role)

For those roles which fall into the exception category, the PAG *request to proceed to resource approval table* should be completed and forwarded to the Principal's executive assistant to be included for discussion at the next PAG Meeting. Roles approved will be communicated to HR and Finance and the appropriate staff request forms can be authorised to proceed.

Principals Advisory Group (PAG) – Request to Proceed to Resource – Approval Form						
Position <i>{Job Role and Grade}</i>	FTE	Permanent (P), Fixed-Term (FT), Casual (C) Agency (A), Contractor (CT), Occ worker (OW)	New (N) or replacement (R)	Annual salary/cost (incl. London Weighting)	Previous incumbent (if applicable)	Rationale <i>{Why is the role business critical at this time? Has consideration been given to redeployment from elsewhere to cover this role?}</i>

Definitions:

Heads of Department are defined as:

- Academic Heads of Department (CSS/PPS/CBS)
- Director of Finance
- PSD Heads of Departments
- LBIC CEO
- Director of Research & Innovation Services

Temporary Resource/Other Workers

Temporary Resourcing needs within budget can be authorised by Heads of Department. Temporary resourcing needs not within budget must be PAG approved as per the above procedure/form.

Temporary Resource/Other Workers are defined as:

- Casual Staff
- Agency Staff
- Contractors and Consultants
- and all Occasional workers (= Visiting Lecturers/Invigilators/CPD/Examiners)

Process/Forms:

1. Permanent and Fixed Term Contracts – via the online [Staff Request Form](#)
2. Casual Staff – via the manual Casual Staff Request Form (currently being automated)
3. Agency Staff – via the Agency staff Request Form (to Finance)
4. Occasional workers – Occasional Worker Claim Form
5. Contractors/Consultants – normally will require an IR35 assessment. Please speak with Finance or the Research Office as appropriate.

Recruitment Position Authorisation

(February 2023)

Authorisation for permanent and fixed term staff is managed by the Staff Request Form online system (Staff Request Form (SRF) / Vacancy Manager (VM)). Please note, approved positions not actively recruited within 6 months will need to be resubmitted for further approval:

- i. Those positions that require PAG approval will need to be PAG approved again
- ii. Those positions that have not been actively recruited – will require a new SRF.

The table below outlines the current procedure for the authorisation of permanent and fixed-term positions.

Authorisation Process
<p>All Research Grant Funded Positions</p> <ol style="list-style-type: none">1. Recruiting Manager submits Staff Request Form2. Research Office Approves3. Academic Head of Department Approval4. Principal's approval is delegated to HR Management5. HR confirm
<p>In Budget College Funded Positions to/including Grade 7*</p> <ol style="list-style-type: none">1. Recruiting Manager submits Staff Request Form2. Head of Department Approves3. Finance approve4. Principal's approval is delegated to HR Management5. HR confirm <p><i>For academic positions, the recruiting manager confirms during the SRF process that the relevant VP's have approved the associated job description and person specification.</i></p>
<p>Exceptions</p> <ul style="list-style-type: none">• ALL New roles outside budget• Grades 8 and 9 roles:- all replacements and new positions, inside or outside budget• *Grade 7 academic replacements (where there is a distinct change in focus of the role) <ul style="list-style-type: none">• Recruiting Manager/Head of Department submit a proposal to PAG for approval• If approved by PAG, Recruiting Manager submits Staff Request Form• Head of Department Approves• Finance approve• Principal's approval delegated to HR Management• HR confirm
<p>Maternity Cover</p> <ol style="list-style-type: none">1. Automatic authorisation for Maternity cover of up to 1 year (any grade)2. Post can be authorised by HoD and advertised - does not require PAG approval