# PF3 – POST PROPOSAL FORM – New Posts and Contract Renewals DEPARTMENT OF HUMAN RESOURCES

**In proposing any further positions for recruitment, all senior managers must carry out a review of the need for/level of the post and maximise the potential for the consolidation of service delivery through reassignment, redeployment and new models of working. Any request to UMT to approve a post must include a completed UMT Post Review Template**

1. **Unique Tracking ID *(generated by HR Manager)*:**

*All posts must have a Unique Tracking ID*

1. **Post Details**

**Title of Post**:

**Department/Discipline/School**:

**College/Central Administration Office**:

Is this Post: New [ ]  Existing  [ ]

Is the Status of the Post: Permanent [ ]  Fixed Term [ ]  Specific Purpose [ ]

Is the post Whole-Time or Part-Time? Whole-Time [ ]  Part-Time [ ]

Will this post be recruited under the UCC Futures initiative? Yes [ ]  No  [ ]

If yes, please select relevant area below:

1. Humanities [ ]

2. Sustainability [ ]

3. Medicines [ ]

4. Children [ ]

5. Food, Microbiome & Health [ ]

6. Pharmaceuticals [ ]

7. Ageing [ ]

8. Quantum & Photonics [ ]

9. Artificial Intelligence [ ]

& Data Analytics

10. Collective Social Futures [ ]

**If Part-Time, please indicate the percentage of the post:**

Full Time Equivalence (FTE) measures the equivalence to full-time. For example, a staff member working full-time hours will have an FTE of 1, a staff member working 50% of full-time hours will have an FTE of 0.5.

Will the post-holder require Garda Vetting Yes [ ]  No [ ]

*(This requirement applies to anyone who will have access to children and/or vulnerable persons in the course of their employment.*

*A “child”* means a person under the age of 18 years.

A “*vulnerable*” person” means a person, other than a child, who (*a*) is suffering from a disorder of the mind, whether as a result of mental illness or dementia, (*b*) has an intellectual disability, (*c*) is suffering from a physical impairment, whether as a result of injury, illness or age, or (*d*) has a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person, or that results in the person requiring assistance with the activities of daily living including dressing, eating, walking,

washing and bathing.)

**Is Office Space available for the appointee** Yes [ ]  No [ ]

**If yes, please state Building and Room Number**

**Original/Current post holder (if applicable): Staff No.**

**Contract Start Date**:

**Proposed/Extended Contract Tracking End Date**:

(Please note this is an indicative date for monitoring purposes only. For a new hire the appointee will be issued with a Specified Purpose Contract linked to the objective ground justifying appointment to this role. For a current postholder the underlying contract remains in place and the tracking date will be extended.)

**Post Holder will report to**:

(Insert Title e.g. Head of School/Department Manager)

**Leave Approver for post holder:**

(i.e. annual leave, uncertified sick leave)

**Remote Interviews:** The University will continue to conduct online interviews except in exceptional circumstances which will require approval from the UMT subgroup for posts.

Please outline the rationale to carry out in person interviews for the proposed post where relevant. (for online interviews please insert N/A)

1. **Specified Purpose Objective Grounds**

Leave Cover [ ]  New Programme [ ]  Projects [ ]

Specialist Expertise *Temporary Vacant Post\** [ ]

*\*Temporary vacant post may only be used in the event that the underlying substantive post is currently under recruitment/recruitment is about to commence*

***The contract will include specific detail on the objective ground as outlined below (ensure the detail provided accurately reflects the role requirement)***

**Provide exact detail for the objective ground selected above (i.e. the name of staff member on leave, details of the project/programme/expertise required):**

1. **Salary & Funding Details**

**Where a budget holder identifies a critical post to be approved by UMT, but is not within the ECF, then consideration should be given to filling this as a non-exchequer post if the relevant funding stream is identified.**

**Salary Scale**:

**Funding Source:**

Core Funding [ ]  Non-exchequer Funding [ ]  Research Funding [ ]

**Details of Budget Availability**:

**(**i.e. Core Funding Split (if relevant), Funding Body)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agresso Cost Centre (4 digit code) |  |  |  |  |
| Agresso Project Code |  |  |  |  |  |  |

1. **Approvals**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Department/Discipline (**if applicable**) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of School (**if applicable**) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Finance Business Manager (**if applicable**) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR Business Manager Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of College/Executive Budget Area** **Date**

**In agreeing to the filling of the position the Head of College/Function is confirming that the post is financially sustainable and within the allowable FTE parameters for the duration of the contract.**

***Section 6 to be completed in exceptional circumstances only (following discussion with HR Business Manager)***

1. **Exceptional Appointment Outside of Competition**

***Appointment outside of competition will only be considered on an exceptional basis, will require a detailed justification and the approval of the Head of College/Budget Area and the Chief People and Culture Officer. In all instances appointment will be short term in nature, requiring a competition to fill the longer term need if relevant. In no circumstances will the appointment be extended beyond the anticipated end date.***

**Provide detailed justification to appoint outside of competition**

**Is a competitive process underway/due to commence in respect of a long term need for this role:**

Yes [ ]  No [ ]

**If not confirm the Contract End Date**:

(Please note that the proposed appointee will be issued with a Specified Purpose Contract linked to the objective ground justifying appointment to this role. The contract tracking end date will not be extended in any circumstances)

**Proposed Appointee: Staff No.**

(Attach a detailed CV for the proposed appointee)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of College/Executive Budget Area** **Date**

**The Head of College/Function is confirming a review of the CV has taken place and that the proposed appointee meets the essential criteria for appointment to the role**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief People and Culture Officer Date**