

Authority to Recruit to a Vacant Post

The Corporate Recovery Plan is now in place and clear guidelines have been established for all managers to be able to determine when it is essential to recruit to a vacant post or if the vacancy needs to remain unfilled. The recruitment team will work with individual managers to make the process fair and transparent.

When a vacancy arises there are a series of questions to be asked by the manager. By completing the attached pro-forma it can be established if the vacant post is essential, in conjunction with the section manager and the recruitment team.

Job title of vacant post
Hours worked
Salary/Grade
Department
Section
Work Base/Location
Line Manager
Senior Manager/Grandparent

How is the post funded? Please quote the cost centre.	
Is the post funded externally/by grant or through partnership working? Please specify.	
How is the post essential to completing and promoting key performance indicators?	
How is the post essential to ensure client safety?	

How is the post essential to ensure business continuity?	
How could the role be reconfigured?	
If the post is not filled at this time, what will be the impact on the section?	
What flexible ways of working or additional technology could be introduced to assist the section, if the post is not filled?	
Can recruitment to this post be delayed? If yes, please state how long it can be delayed for and what savings can be made.	

Departmental Authorisation

Line Manager Signature:

Date:

Senior Manager/
Grandparent* Signature:

Date:

*** DACS and DCE require this to be authorised by the Chief Officer**

Recruitment Team Requirements

Authorisation form received

Date

Advertisement Request form received

Date

JD/Person Specification received

Date

Authority to recruit

