**NHS Greater Glasgow and Clyde: Vacancy Request Form**

This form must be used for all vacancy requests and to record the Recruitment Request to Hire Business case which will be reviewed by the relevant NHSGGC Vacancy Control Group. No recruitment will proceed without appropriate Director / Chief Officer and Finance authorisation.

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| **For all posts** (medical and non-medical) authorised through the Vacancy Control process, please submit the following:   * Authorised Vacancy Request Form * Advert wording * Job Description * Person Specification * [Occupational Health: Pre Employment Health Assessment Form](http://www.nhsggc.org.uk/media/249028/ohcp-pre-employment-assessment-form.docx) (formerly Job Analysis Form – JAF)   Email: [recruitment.vacancies@ggc.scot.nhs.uk](mailto:recruitment.vacancies@ggc.scot.nhs.uk)  Please ensure all sections are completed in full. Should you have difficulty completing this form please contact Recruitment Services on 0141 278 2700 or email us at: [Recruitment.vacancies@ggc.scot.nhs.uk](mailto:Recruitment.vacancies@ggc.scot.nhs.uk) |

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| **Senior Manager / Posts approval**  All Band 8A and above require to be authorised by the Chief Executive. Please ensure that your authorised Vacancy Request Form is submitted to the Director of Human Resources and Organisational Development who will coordinate for Chief Executive approval. Forms should be emailed to [vacancy.authorisation@ggc.scot.nhs.uk](mailto:vacancy.authorisation@ggc.scot.nhs.uk).  For posts approved by the Chief Executive, please follow process to submit the vacancy to the Recruitment Service.  The vacancy approval arrangements for all other posts which are in scope for this approval process must continue (i.e. Nursing and Midwifery posts (Band 6 and above), Medical Consultant posts and senior integrated joint posts), as per the guidance issued in September 2017. |

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| **SECTION A – Details of the post** | | | | | | | | |
| **Post / Position Title** |  | | | | | | | |
| **Grade / Band** |  | | *Please insert AfC band, senior manager/medical and dental grade* | | | | | |
| **Number of posts** |  | | | | | | | |
| **Medical and Dental posts only** | **Specialty** |  | | | | | | |
| **Grade** |  | | | | | | |
| **Duration** |  | | | | | | |
| **Sector / Directorate / HSCP** |  | | | | | | | |
| **Department/Service** |  | | | | | | | |
| **Base Location** |  | | | **Postcode** |  | | | |
| **Cost Centre: Essential** |  | | | | | | | |
| **Healthcare Support Worker Post** | *Band 2-7, not requiring professional registration* | | | **Yes** | |  | **No** |  |
| **Reason for post** |  | | | **Vacant** | |  | **New** |  |
| **Previous postholder(s)** |  | | | | | | | |
| **Date vacated** |  | | | | | | | |
| **If a new role, please confirm the job description has been evaluated** | | | | **Yes** | |  | **No** |  |

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| **SECTION B – Hiring Manager** | |
| **Name** |  |
| **Designation** |  |
| **Email** |  |
| **Telephone** |  |

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| **SECTION C – Hours and Tenure** | | | | | | |
| **Hours** |  | | | | | |
| **Shift Pattern** |  | | | | | |
| **Tenure** | **Permanent** | |  |  | | |
| **Fixed Term** | |  | **Duration** |  | |
| **Temporary** | |  | **Duration** |  | |
| **To be filled** | **Internally** | |  |  | | |
| **Externally** | |  |
| **Staff Bank**  **(over 3 months)** | |  |
| **SECTION D – Recruitment Business Case: justification and evidence** | | | | | |
| Why is the position needed now - explain if the job is instrumental to service / organisational objectives. | |  | | | |
| What if any are the associated financial efficiencies associated with the job? | |  | | | |
| Detail options for absorbing or distributing workload through existing resources. | |  | | | |
| Detail options for redesign/skill mix opportunities / restructure. | |  | | | |
| State how the proposed post would be funded. | |  | | | |
| Please provide details of discussions with other Directorates, agencies or public sector organisations of shared post, job sharing or secondment. | |  | | | |
| Explain the impact and risk of non recruitment/vacancy being held (e.g. team workload, patient care etc). | |  | | | |
| Contingency if post is not filled. | |  | | | |

I propose submission of the vacancy to the Vacancy Control Group

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| **Proposing Hiring Manager:** | *Signature:* | Date | / /  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Name in Capitals:* |

I confirm that budget is available. Where the vacancy is not approved, the budget will be removed.

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| **Authorised Finance Lead:** | *Signature:* | Date | / /  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Name in Capitals:* |

This section to be completed by the Budget Manager /Holder

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| I **authorise** submission of this vacancy to the Vacancy Control Group |  |
| I **do not authorise** submission of this vacancy to the Vacancy Control Group |  |

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| **Authorised Signatory**  *(Budget Manager/Holder)* | *Signature:* | Date | / /  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Name in Capitals:* |

**Following consideration of the Vacancy Control Group**

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| Vacancy approved |  |
| For posts Band 8A and above, vacancy request authorised to progress for Chief Executive approval |  |
| Vacancy not approved |  |

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| **Director / Chief Officer Authorised Signatory** | *Signature:* | Date | / / |
|  | *Name in Capitals:* |  |  |

**Authorisation for Band 8A and above:**

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| **Chief Executive** |  | Date | / / |

No recruitment can take place without appropriate authorised signatories recorded on this form to confirm requests to recruit have been authorised via the above process. Recruitment Services will return to hiring managers any requests to recruit which do not evidence appropriate authorisations.

Vacancies will automatically be passed to the Redeployment team for prioritising candidates matching the post details.

If approved, complete sections E-H below. The following sections should be completed if the post is approved by the Vacancy Control group.

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| **SECTION E – PVG Membership / Police Act Disclosure** | | | | |
| [The Protecting Vulnerable Groups](https://www.mygov.scot/pvg-scheme/) (PVG) Scheme is now in force and replaces the use of Enhanced Disclosures to check the suitability for people working with Children and/or Vulnerable Adults. This means that staff appointed to posts which fall into the category of “Regulated Work with Children or Protected Adults” will require, as a condition of their employment, to join the Disclosure Scotland PVG Scheme. This means that for posts considered falling into the category of “Regulated Work with Children or Protected Adults” staff appointed will require becoming PVG Scheme members.  Please Note: for posts not considered to be in the category of Regulated Work with Children or Protected Adults, a Standard Police Act Disclosure check may still be required.  In order to determine which Disclosure Scotland Check (e.g. PVG Scheme Membership, Standard) is applicable, please answer the following questions:- | | | | |
| **Does the post require a Disclosure Scotland record check?** | **Yes** |  | **No** |  |
| **Does the postholder’s normal duties involve regular unsupervised contact with children and/or protected adults for the purpose of the provision of care, treatment, advice, teaching or training?** | **Yes** |  | **No** |  |

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| **SECTION F – Advertising template** | | | | |
| **Please provide a brief description of role including minimum requirements in a separate Word document** | | | | |
| **Contact details for Informal contact** | **Name** |  | **Contact Number** |  |
| **Email** |  |

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| **SECTION G – Shortlisting documentation to be forwarded to** | |
| **Name** |  |
| **Designation** |  |
| **E-Mail** |  |
| **Telephone** |  |

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| **SECTION H – Consultant posts only** | | | | |
| **Has the job description and job plan been verified by National Panellist?**  Please provide verification. Posts will not be advertised until verified by National Panellist. | **Yes** |  | **No** |  |
| I have reviewed the job plan for this post and can confirm that this is consistent with organisational needs   |  |  |  |  | | --- | --- | --- | --- | | **Associate Medical Director / Chief of Medicine** | *Signature:* | Date | / / | |  | *Name in Capitals:* |  |  | | | | | |

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| Please ensure all sections are completed in full. Should you have difficulty completing this form please contact Recruitment Services on 0141 278 2666 or email us at: [Recruitment.vacancies@ggc.scot.nhs.uk](mailto:Recruitment.vacancies@ggc.scot.nhs.uk) For all posts (medical and non-medical) authorised through the Vacancy Control process, please submit the following:   * Authorised Vacancy Request Form * Advert wording * Job Description * Person Specification * [Occupational Health: Pre Employment Health Assessment Form](http://www.nhsggc.org.uk/media/249028/ohcp-pre-employment-assessment-form.docx) (formerly Job Analysis Form – JAF)   Email: [recruitment.vacancies@ggc.scot.nhs.uk](mailto:recruitment.vacancies@ggc.scot.nhs.uk)  Please ensure all sections are completed in full. Should you have difficulty completing this form please contact Recruitment Services on 0141 278 2700 or email us at: [recruitment.vacancies@ggc.scot.nhs.uk](mailto:recruitment.vacancies@ggc.scot.nhs.uk) |