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| Recruitment use only: Ref No:..............................................................  Date Approved:.................................................  Signature:.......................................................... |

**R&S - APPENDIX 5A**



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| VACANCY MANAGEMENT FORM |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Recruitment Use Only**  **FORM R1a (eESS)** | | | | | | | | | | |
| **Reference No** | | | | | |  | | | | |
| **Bulletin Insert Date** | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | |
| **This form must be completed in full prior to any post being advertised**  **Original hard copy sign off is required by all signatories** | | | | | | | | | | | | | | | |
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| **POST DETAILS** | | | | | | | | | | | | | | | |
| Division/ Corporate Directorate: | | |  | | | | | | | Directorate: | | |  | | |
| Department/Ward: | | |  | | | | | | | Location: | | |  | | |
| Post Title: | | |  | | | | | | | Banding: | | |  | | |
| Hours & Work Pattern: | | |  | | | | | | | WTE: | | |  | | |
| Contract Type: | | | | Permanent | | | | | Fixed Term | | | Duration: | | | Bank |
| Reason for fixed term contract: | | | | | |  | | | | | | | | | |
| **Please note fixed term contracts will only be advertised for a maximum duration of 21 months.**  Please be mindful of the implications of fixed term contracts and your managerial responsibilities for managing contracts of this nature. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **REASON FOR VACANCY** | | | | | | | | | | | | | | | |
| Replacement |  | Secondment | | | | |  | Development \* | | | | | |  | |
| Sickness |  | Maternity Leave | | | | |  | Establishment Change | | | | | |  | |
| \*If the reason for the vacancy **is a development where new funding is to be received or a new post**, you are required to complete an R1B form which should be authorised by the appropriate EDG member and submitted with the Vacancy Management Form  **Is an R1B Required for this post Yes  No  If yes, is it attached Yes  No** | | | | | | | | | | | | | | | |
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| **Case for vacancy (please state why this post should be filled and include full details of any skills mix changes):** | | | | | | | | | | | | | | | |

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| Previous Postholder  (as known to payroll): | |  | Final Date of Employment: | | | |  |
| Pay No:  Banding: | |  | WTE: | | | |  |
| Contract Type: | Permanent | | | Fixed Term | Duration: |  | |

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| --- | --- | --- | --- | --- |
| Is this post open to NHS Fife internal candidates only?  If yes, please provide reasons  …………………………………………………………………………………………  Does this post involve shift or weekend working? | | | **Yes  No**  **Yes  No** | |
| **DISCLOSURE / REGULATED WORK REQUIREMENTS** | | | | |
| Does this post require a Standard Disclosure check as defined by NHS Fife policy?  Does this post involve regulated work with children, vulnerable adults or both?  *If yes PVG Membership is required, please circle the category required* | | | **Yes  No**  **Yes  No**  Children/Vulnerable adults /Both | |
| **RECRUITING MANAGER DETAILS** | | | | |
|  | |  | | |
| Name(as known to payroll): |  | Base: | |  |
| Designation: |  | Telephone: | |  |
| Email Address: |  |  | |  |
| Do you want shortlisting to be sent to the recruiting manager? **Yes  No**  If no who should it be sent to? ……………………………………………………………  Would you like an email to be sent to the recruiting manager / contact when shortlisting is available for  collection / post? **Yes  No**    Would you like to arrange to collect shortlisting rather than it going in the internal  mail? **Yes  No** | | | | |
|  | | | | |
| **ADVERTISING INFORMATION** | | | | |
| *All posts will be placed in the NHS Fife Vacancy Bulletin, on SHOW, Job Centre Plus and other associated websites*. | | | | |
| If the advert is to be placed in an external publication please give details of publication and reason for requesting external advert | | | | |
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| **AUTHORISATION** | | | | | |
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| **Recruiting Manager:** | | | | | |
|  | | | | | |
| I confirm that the information given is correct and that I have considered all options and alternatives to recruitment.  I have ensured vacancy approval is obtained and where an R1B is required for a new post I have included this.  I have attached all relevant documentation including: | | | | | |
|  |  |  |  | |  |
|  | Person Specification |  | Advert Form | |  |
|  | Job Description |  |  | |  |
| Signed: ……………………………………………………… | | | | Date: …………………………… | |
| Name: ……………………………………………………… | | | | Designation: …………………………… | |
|  | | | | | |
|  | | | | | |
| **Directorate Manager/Divisional General Manger/Other Authorised Signatory:** | | | | | |
|  | | | | | |
| I confirm that the recruitment to this post is consistent with the service requirements of the Division/Corporate Directorate. | | | | | |
| Signed: ……………………………………………………… | | | | Date: …………………………. | |
| Name: ……………………………………………………… | | | | Designation: …………………………… | |

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| **Executive Director Group (EDG) Member Authorised Signatory:** | |
|  | |
| I confirm this post has been approved and I am satisfied with the requirements to recruit to the post | |
| Signed: ……………………………………………………… | Date: …………………………. |
| Name: ……………………………………………………… | Designation: …………………………… |
|  | |

**NOTE:**

**On completion this form should be forwarded to the Finance Directorate inbox:**

[**Fife-UHB.FinanceVMFs@nhs.net**](mailto:Fife-UHB.FinanceVMFs@nhs.net)

**and the Human Resources Directorate Inbox:** [**fife-uhb.HRVMF@nhs.net**](https://web.nhs.net/OWA/redir.aspx?C=ukhrmzfSE0yDQY-fzxrZInjRE5fW2NBIPg_c2NbntwQ24LRvjRZHGs2Lxze00nImQ-VZM9bKvL4.&URL=mailto%3afife-uhb.HRVMF%40nhs.net)

**along with the appropriate advertisement, Job Description and Person Specification.**

|  |  |
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| **Directorate or Community Services Accountant Authorised Signatory:** | |
| Financial Code: ……………………………………………… | |
| I confirm that there is funding available for this post or it is a new post with an R1B attached | |
| Signed: ……………………………………………………….. | Date: …………………………… |
| Name: ……………………………………………………… | Designation: …………………………… |

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| **eESS System Administrator:** | |
| Core Position Number: ……………………….  Main Cost Centre…………………………….. | |
|  | |
| Post Descriptor: ………………………………  GCPP………………………………………….. |  |