**PROTOCOL FORM FOR PROFESSIONAL, ADMINISTRATIVE & SUPPORT POSTS**

**FOR DIVISIONAL APPROVAL**

Please refer to the [Approval matrix](https://hr.admin.ox.ac.uk/files/protocolprocessguidancepdf-0) before completing this form to ensure it is the correct form for the request you are making, and to clarify which approvals are required.

**Only use this form for employees on permanent or fixed-term contracts.** For casual, casual teaching/support, TSS, contractor or agency temps please use the [Worker Request form](https://hr.admin.ox.ac.uk/files/workerrequestformdocx-0) instead.

SECTION 1 should be completed for all posts  
SECTION 2 is to be completed only if external recruitment is required

SECTION 3 is optional, to provide additional information for non-standard requests

Please ensure that the case is anonymised and does not mention the name of any post holders.

This completed form and supporting materials should be emailed to your relevant Divisional panel for approval.

**SECTION 1 (please complete for ALL posts)**

|  |  |
| --- | --- |
| DIVISION | SELECT FROM LIST. |
| DEPARTMENT |  |
| COST CENTRE |  |
| STAFF REQUEST NO. |  |
| POST TITLE |  |
| GRADE | SELECT FROM LIST. |
| CONTRACT TYPE | SELECT FROM LIST. |
| PERIOD IF FIXED TERM |  |
| FULL OR PART TIME | SELECT FROM LIST. |
| FTE/HOURS IF PART TIME |  |
| REQUEST TYPE | SELECT FROM LIST. |

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| **Business Case**  In no more than four bullet points, please provide a brief summary outlining why it is essential to recruit/retain this post. | ***Please include any context important to this request, e.g. is this post the result of a restructure? Will it generate income/surplus? Are there significant legal/safety/financial risks posed if this post is not recruited? Does the post deliver significant outputs that impact on the strategic plan?***  ***1.***  ***2.***  ***3.***  ***4.*** |

**COSTS/FUNDING**

|  |  |
| --- | --- |
| Is this post budgeted/in (Budgeting & Forecast tool) for this Financial Year? | SELECT FROM LIST. |
| Annual cost, including on-costs *(which can be found on the* [*Salaries website*](https://finance.admin.ox.ac.uk/salary-scales)*)*: | £ per annum |
| Forecast cost, including on-costs, in current financial year: | £ |
| Are there savings being made?  e.g. is the cost of recruiting to this post less than continuing to buy-in external contractor support) or are there efficiency savings being made resulting in other posts not being recruited to, if so how much? |  |
| Does this post generate any income/surplus? If so how much. |  |
| What is the overall net cost? (e.g. Annual cost minus any savings that are made) |  |
| How will the post be funded? Please describe, e.g. department budget, or attach details of any relevant research award. If to be funded by an SRF, please attach the SRF costing and prior year and YTD activity, where available. If recovered from another source of income e.g. course income, please attach prior year and YTD activity, where available. |  |

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| The work in question cannot be absorbed within the existing staff complement because: | |
| Please provide a clear statement of the full range of potential mitigations that have been considered and an analysis of why they were rejected. Potential measures could include: sharing work among existing employees; redeploying existing staff and training existing employees. Where appropriate, strategic context is important | *Eg.****•*** *Demonstrate that individual posts have been considered relative to other existing vacancies within the department/unit and list which roles the dept do not plan to recruit for in order to justify filling the prioritised ones that proceed for consideration by the divisional panel.*  *• Please attach an organisation chart for the relevant team or, if not available, a staff list/ list of posts with grades, FTE and contract type etc.* |

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| Conditions | Please provide a brief summary for each relevant section below |
| (i) there are overwhelming operational imperatives to fill the post (eg. contributes to the efforts to combat the impact of Covid-19 or is to support capital projects already underway); |  |
| (ii) there are safety risks to the University if the post is not filled |  |
| (iii) there are legal requirements to fill the post |  |
| (iv) there is evidence that not to recruit will result in demonstrable overall financial loss to the University; |  |
| (v) the proposed new post forms part of a restructuring proposal which has demonstrated that its filling is necessary to produce overall savings or to significantly increase income. |  |

**SECTION 2 (please only complete for posts requiring EXTERNAL RECRUITMENT)**

|  |  |
| --- | --- |
| a) What efforts were made to fill the post from within the department and why were they not successful? |  |
| b) Did the Priority Candidate Support Scheme alert you to any suitable priority candidates? | SELECT FROM LIST. |
| c) Were any candidates interviewed? | SELECT FROM LIST. |
| If NO, why not?  If YES, why were they not suitable? |  |

**SECTION 3: ADDITIONAL INFORMATION**

Please use this box to explain if the request does not fit into the criteria listed above.

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| Approver | Signed (name and role in department | Date |
| Department |  |  |
| Division |  |  |