**recruitment requisition**

The purpose of this section is to confirm details of the post and the funding arrangements.

### POST DETAILS

Post Title:

Faculty/Dept:       School/Section:

Grade:       Campus:

Generic Role Profile (please indicate Teaching and Research or Teaching and Scholarship):

Reason for Request:

(e.g., new post, replacement post, temporary cover, job share)

Name of previous postholder:

(this is essential for all posts that are not new)

#### Will the post-holder be involved in activity regulated by AccessNI in relation to children or vulnerable adults i.e., unsupervised teaching, training, instructing, care, supervision and will this be done regularly i.e., once per week or 4 times per month or overnight? YES/NO

Please state if the post is: *(Delete as appropriate)*

**Full-time/Part-time/Term-time**

If part-time/term-time, please state:

Hours per week:       Days per week (e.g., Mon-Fri):

Number of hours per day:       Weeks per year:

**Permanent/Fixed Term/Temporary** *(Delete as appropriate)*

If fixed term/temporary, you **must** state:

Anticipated Start Date:       Expected End Date:

The purpose/expected outcomes of the post: Reason for proposed end date (time-based event): (Duration of funding is not a sufficient justification)

Research post – funding limitations

**For academic/research posts please state:** Unit of Assessment:

**For research posts please state:** Principal Investigator:

**FUNDING**

The funding for the post is *(Please delete as appropriate):***Internal\*/External\*/ Joint\*/Self-financing\***

\*Please provide full details:

Cost Centre for Post:       Nominal Code for Post:       ADVERTISING – EXTERNAL STAGE

Suggested advertising media *(please select all those applicable)*:

nijobs.com (Business support)  [www.jobs.ac.uk](http://www.jobs.ac.uk)

Nijobfinder (Public sector)  Derry Journal/Londonderry Sentinel

Guardian  Coleraine Chronicle

THES  Other (*Please specify below*)

**In the case of permanent University funded posts advertising costs for University website and one other from the above list will be paid for centrally.**

Please indicate if there is an expectation that we may need to be able to offer the possibility of sponsoring a migrant worker (note: this affects the duration of advertising)

For any additional advertising media listed above please provide Cost Code:

**For fixed term or externally funded vacancies please provide Cost Code for all advertising and interview expenses:**

##### INTERVIEW PANEL

Nominate at least 3 appropriate senior colleagues with up-to-date recruitment training to serve on the Interview Panel (note: the panel should have an appropriate gender mix):

Nominated member of staff to complete all further particulars for the post:

**INDUCTION DETAILS**

Nominated ‘Induction Colleague’ for new Appointee:

Induction Colleague’s contact details, i.e., email address and phone number:

Manager for new appointee:

**APPROVED BY: Executive Dean and DFO for Faculty/School posts or Associate Dean (Research) for externally funded posts or Director of Central Department (confirmation of funding must be sought from your Faculty Accountant or Research Office before submitting this requisition and details should be attached to this requisition as evidence of same.)**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The approver of this requisition must have received official confirmation of grade from the People and Culture Directorate for all Business Support roles, before considering and approving any request.**

**When approval has been granted, this requisition should be forwarded to** [**jobs@ulster.ac.uk**](mailto:jobs@ulster.ac.uk)**, together with copies of the finalised Job Description, Personnel Specification, and confirmation of grade.**

***N.B – a Job Description cannot be significantly altered after a post has been evaluated.***

**Job Title Here**

**Job Title Here**



**ulster.ac.uk**

**Candidate Briefing**

**Document**

**Month and Year**

# Job Description

# Role:

**Department:**

# Grade:

# Responsible to: (Role name not person)

# Campus:

**(Permanent / Fixed-Term, Full-Time / Part-Time)**

# Job Purpose

**Main Duties**

1.

**We may create a 12-month waiting list for same or similar roles within the University.**

**The University is committed to developing all employees and operates a Developmental Appraisal Review (DAR) which is mandatory. You will be required to meet with your manager at least once every two years as part of the DAR process. If you have line management responsibility for other staff, you will be required to conduct a DAR meeting with your staff at least once every two years.**

**All staff in the University have a responsibility to comply with the University’s Equal Opportunities Policy and Health and Safety Policy. Line Managers have particular responsibility for ensuring compliance with these Policies within their own area.**

# Personnel specification

**Points to note:**

* **The tick symbol indicates whether the essential criteria is to be assessed at application or interview stage.**
* **All essential criteria under Interpersonal Skills will be assessed at interview stage.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Selection Criteria** (this section only includes criteria which are **essential** for the role) | | Evaluation method | |
| Application | Interview |
| Education and Professional Qualifications |  | ✓ |  |
|  | ✓ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Experience/ Training |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Related Achievements |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Interpersonal Skills |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Research and Analogous Activities (if applicable) |  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other Factors |  |  |  |
|  |  |  |

**Desirable Criteria**

**The desirable criteria below are in ranked order of importance/relevance to the role and may be used in the shortlisting process.**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

The University will conduct a shortlisting exercise based on the written information you have provided.  The initial shortlisting exercise will be based on the identified criteria from the personnel specification.  The University reserves the right to supplement these shortlisting criteria using additional essential and/or desirable criteria from the personnel specification at subsequent stages of the shortlisting process.

**It is our policy not to accept CVs as an alternative to completing the University’s application form. The application form can be completed on-line at** [**www.ulster.ac.uk**](http://www.ulster.ac.uk)