

Definitions and useful tips

1. Request Types

Resource required to deliver a role or activity- this could be a new or replacement post required in the structure. Within this option there are also different engagement types, details included below.

Act up/additional responsibilities- This form is only for a **new request to** make additional payments for undertaking additional responsibilities or acting up to a higher graded role

Change to existing arrangement- if a contractual change has already been agreed but there is a request to extend this arrangement or make a change eg; change to FTE, extension of additional pay

Promotion- where a manager wishes for a member of their team to apply for their role to be reviewed for promotion a business case is required before the application can be made.

2. Engagement Types

Employee- where an individual will be engaged on a ongoing or fixed term contract

Temp/Agency- short term requirement where an individual will be engaged via an approved agency or via a SS2

Worker- short term requirement where an individual will be engaged via SS4

Contractor IR35- contractors engaged to provide a service

3. Contract Types

Ongoing- the contract is ongoing, with no end date

Fixed term- an individual is engaged for a specific reason and duration which is agreed at the outset

4. Other

Secondment- an opportunity which is available to internal employees, for a limited period of time. At the end of the secondment the individual would return to their substantive post.

Internal only- recruitment which is internal to the university

Term-time only- where an individual does not work a standard 52 weeks per year. Term time only could be according to the school academic year, the university academic year or something specific to the individual. The recruiting manager should determine what term time only means for the role being recruited; advise can be sought from HR.

DBS- Employers can check the criminal record of someone applying for specific types of role. This is known as getting a Disclosure and Barring Service (DBS) check. You can request a more detailed check for certain roles, for example in healthcare or childcare. There are three levels of DBS checks: basic, standard and enhanced. If you are unsure whether your role needs a DBS check please refer to the [guidance document](#) or contact your HR team.

5. Business case

- You must initiate a conversation relating to your approval, in advance of submitting a request.
- Keep your business case succinct and include any relevant information to help approvers make a decision.
- Be clear on the business need driving the request
- Ensure consideration has been given to reviewing the position, if it is a replacement post
- If the request was not in plan and therefore not included in IPE provide details of any conversations which have taken place to date around how the request can be funded.
- Do not include any personal details for example; if somebody is absent due to long term sickness, there is no need to put personal details relating to that person in the business case.