**Request for Recruitment (Academic and Non-Academic) and**

**Business case for variations**

*(To be completed for: Position Hire (Permanent, Fixed Term, Casual) / Conversion from Fixed Term to Permanent / Conversion from Casual to Fixed Term or Permanent and to support CFS in support of the Snap hire request) / Secondments / Variations to agreement*

*Order of completion: Requesting Manager / HR Business Partner*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title** |  | | | | **Request Date** | | | |
| **Contract Type (highlight what applies)** | Perm: |  | Fixed Term: |  | Casual\* |  | CFS: |  |
| **FTE (perm & fixed term)** |  | | | | | | | |
| **Desired Start Date** |  | | **End Date (Fixed term, Casual & CFS):** | | | | | |
| **Proposed by** |  | | | | | | | |
| **Department** |  | | | | **Cost Centre** | | | |
| **Purpose**  ***EG to increase FTE, recruit a new employee etc*** |  | | | | | | | |
| **Justification**  ***Include relevant background, alternatives considered (could other staff cover the work? Could the students be moved to another programme? programme put on hold if student numbers low?), enrolment numbers for the relevant programme. Will these changes assist with cost saving?*** |  | | | | | | | |

\*Casual employee requests require end dates not exceeding 12 months from commencement date

*\*\* Table to be completed by requesting Manager*

|  |  |
| --- | --- |
| **Operational Risk**  **(High/Medium/Low)**  ***What would happen if this were not approved? Is there a financial risk? Employee risk i.e. potential resignation?*** |  |
| **Discussion**  ***Have discussed these changes with your manager?*** | Yes/No |
| **Alternatives**  ***Have you reviewed alternatives and wish to proceed?*** |  |
| **Comments**  ***Any other comments or details?*** |  |
| **Approval**  ***Has this been discussed with and supported by your Senior Leader*** | Yes/No |

**Financial Commentary *(To be completed by the requesting manager)***

|  |  |
| --- | --- |
| How is the department/school tracking against the budget and how will that effect the financials? |  |
| Academic – please comment on the contribution margin |  |

***\* Add more information as may be relevant.***

**Comments by HR Business Partner *(To be completed by HRBP)***

|  |  |
| --- | --- |
| Agreement:  Academic/Professional/Management/Contract for Service |  |
| Permanent/Fixed term/Casual |  |
| Band: |  |
| Remuneration/Hourly Rate/Cost:  (include causal loading if relevant) |  |
| Reporting line: |  |
| Start date: |  |
| End date: |  |
| FTE current: |  |
| FTE new: |  |
| Work schedule: | M x  T x  W x  T x  F x |
| Cost centre / project code: |  |
| Existing agreement dates (if applicable): |  |
| Extension request (if applicable): |  |
| Reason:  *(Insert fixed term or other reason here)* |  |
| HRBP: |  |

**Next Steps**

*To be sent to Recruitment for final approval by the Operations Senior Leader.*

*To be attached to the Snaphire or Ask HR request*