VACANCY AUTHORISATION FORM

###### SECTION 1 – BASIC POST DETAILS

|  |  |
| --- | --- |
| Post Title:  | Post Number: |
| Service Area:  | Location:  |
| Unit:  | Cost Centre: |
| Salary Grade:  |  | Shift Allowance/Weekend Enhancement |  |
| Employment Status (**✓** as appropriate): | Perm  | Fixed-term  | Supply |
| Workstyle (**✓** as appropriate): | Fixed  | Home  | Hybrid | Mobile |
| If fixed term reason please circle the appropriate reason below: |
| Maternity Cover | Sickness Absence cover | Secondment Cover | Career Break Cover |
| Short term seasonal work | Specific time limited project | External time limited funding | A planned service restructure |
| Hours Per Week:  | Weeks Per Year:  | End Date (if applicable):  |
| **Reason for Request** (**✓** as appropriate): |
| Established post fallen vacant: |  | Newly Created Post: |  |
| Existing Post undergone material change: |  | Increase in Establishment: |  |
| Has the post been graded? | YES |  | NO |  |
| If post is new and has NOT been graded, you must follow the grading assessment process before progressing to advertising stage.For further information log on to MyToolkit |

**SECTION 2 – RECRUITMENT ASSESSMENT**

| **Issue for Consideration** | **Outcome of Consideration** |
| --- | --- |
| Provide details on the number of equivalent posts within the service structure. **Service structure chart must be enclosed****Job outline must be enclosed** |  |
| Is there a clear and exceptional need for filling the post? |  |
| What are the implications for service delivery if the post is not filled? |  |
| Would the non-filling of the post result in a loss of income to the council and/or have other financial implications for the council? |  |
| Can the post be redesigned to be delivered by reduced hours – i.e. part time, term time or sessional working? |  |
| Can the post be redesigned to provide the same output at a lower cost? |  |
| Can the post be filled by redeployment? |  |
| If the post cannot be filled by redeployment, could it be filled through internal recruitment? |  |
| Does the post need to be filled on a permanent basis? |  |

**SECTION 3 – VACANCY AUTHORISATION**

|  |  |
| --- | --- |
| Previous Postholder: | Date Post became Vacant: |
| Reason for Leaving: |
| Enclosures (**✓** if e-mailed to Recruitment) | Job Description: | Person Spec: | Advert: |
| Does the post require a PVG Disclosure Scotland check? | YES |  | NO |  |
| Work with Children **(please tick)** |  | Work with Adults (**please tick)** |  |
| Does the post require applicants to be registered with Scottish Social |  |
| Services Council (SSSC)? | YES |  | NO |  |
| Advertising (**✓** as appropriate): | Internal only |  | Internal & External |  |  |
| Please justify an external advert and advise which publications you wish to use: |
| **External Adverts only**:All external posts will be placed on the Myjobscotland website. In addition, Social Media (Twitter and Facebook) can also be used for specialised or hard to fill posts. Please indicate if you wish to take up this option. | YES |  | NO |  |
|  |
| Lead Officer |  | Contact No: |
| Manager/s Dealing With Recruitment |  | Contact No |
| Manager/s Dealing With Recruitment |  | Contact No |
| All managers involved in the recruitment process **must** complete the Recruitment and Selection e-learning module available on MyLearning (<https://mylearning.westlothian.gov.uk/login/index.php> ). As Lead Officer I confirm that all managers named on this form (including myself) have completed this training in the last 2 years |
| Name (PRINT): |
|  |  |
| **Head of Service** **Authorisation** |
| Name (PRINT): |
| Signature: | Date: |

|  |
| --- |
| Completed form to be returned to:**recruitment@westlothian.gov.uk** |